

Wells Cathedral Oratorio Society Treasurer Job Description

Introduction

The members of the committee are all trustees of the WCOS charity and collectively responsible for the running of the charity. Trustees have ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well run and delivering the charitable objectives and outcomes for which it has been set up.

Key Experience

The treasurer should have financially relevant experience in bookkeeping, construction of accounts, budgeting and communicating financial matters in an understandable way.

Key responsibilities

1. Provide financial input and relevant information to the Committee and the Music Committee, as well as the Assistant Treasurer to enable budgets and forecasts to be prepared.
2. Provide appropriate ticket and programme sales float for each concert either taking charge of the cash takings immediately after the concert or arranging for the cash to be deposited in the vergers safe to await collection and banking.
3. Bank and account for money from ticket sales channels (friend tickets, online sales Cathedral shop sales and door sales) and to work closely with the Ticket manager to assess ticket sales from each of these outlets.
4. Prepare Treasurer's report for committee meetings {usually four times a year) using information and accounts prepared by the Assistant Treasurer.
5. Attend and support the Friends Ticket Secretary at the Friends ticket allocation meetings each year and record the ticket allocated in preparation for the subsequent reconciliation of ticket sales, Bank cheques for Friends tickets.
6. Prepare with the Assistant Treasurer the Societies annual report and accounts Submit draft annual reports and accounts to the Chairman. Recieve his report and include in the final version for approval by the committee.
7. Attend committee meeting to approve the accounts. Liaise with the independent examiner in providing the accounting records and supporting documentation.
8. When the independent examiner's report is incorporated into the final accounts, prepare the text of the email to members and send annual accounts to the webmaster for publication on the website.
9. Attend annual general meeting presenting the annual report to members.
10. File annual return with the charity commissioners.
11. Liaise with the Assistant Treasurer in the preparation of the annual Gift Aid return to HMRC.

J.M.Morton 04.02.2019