

Treasurer	
Type	Trustee
Term Length	3 years
MC Meeting attendance	Yes, mostly via Zoom
Membership required	Yes
Job-share	No
Job description	<ul style="list-style-type: none"> • Deals with all the financial aspects of the Society, including managing bank accounts, payments and deposits, and ensuring that the Trustees receive the best advice in terms of spending, subscription levels and Charity Commission guidelines. • Enters the financial transactions into the Gnu Cash accounting system • Prepares the Annual Financial Statements for the review of the external examiner and uploads to the Charity Commission's website • Prepares the Gift Aid Claim as of the December 31 year-end date and uploads to HMRC • Checks the availability of VAT relief for expenses • Main contact regarding GoCardless and PayPal transactions • Keeps the financial records for the past 6 years <ul style="list-style-type: none"> • There is a CLAS computer with all the financial transactions, etc. so several years of data and information, as well as the paper backup files • Training can be both in person and using Zoom and the shared screen • The accounting is on a cash basis so requirement is only posting the bank transactions, and PayPal transactions to the accounts.
Contact	Charm Brown treasurer@clas.co.uk