



## **Honorary Treasurer, Yorkshire Naturalists' Union**

**Overview** Member of the Board of Trustees responsible for the charity's day-to-day financial administration and strategic financial planning, carrying out book-keeping duties, preparing the year-end financial statements and providing information to the Executive Committee to aid decision-making.

### **Responsibilities and duties:**

- Prepare the charity's year-end financial accounts and annual report, liaising with the independent examiners and YNU officers as required
- Manage the charity's book-keeping on a monthly basis
- Deposit monies received and ensure bank reconciliations are performed each month
- Help the Membership Secretary with Gift Aid claims and submit appropriate documentation to HMRC
- Submit all relevant financial statements to the Charities Commission
- Maintain accurate accounting records and ensure all documentation is accurately and securely filed
- Ensure that all invoices and expense claims are paid within agreed timescales and dealt with accordingly in terms of accounting practices
- Provide the Executive Committee with periodic management accounts
- Work closely with the Membership Secretary to ensure that both parties are aware of incoming membership subscriptions and publication orders (via cheque or PayPal)
- Monitor the charity's bank accounts (including PayPal) regularly
- Monitor income and expenditure and report to the Executive Committee if issues arise
- Deal with matters which may arise in a prompt and professional manner
- Work closely with organisers of the YNU Conference and AGM to help manage bookings and payments.

### **Person specification:**

- Excellent written and oral communication skills
- Organised and methodical, with excellent time management skills and ability to work to deadlines
- High level of competency in IT, particularly Excel and Word
- Experience of book-keeping, preparing management accounts and year-end financial statements
- Working knowledge of Sage Accounts software
- Excellent level of accuracy and attention to detail
- Ability to work well independently without supervision
- Flexibility and ability to adapt to changing needs
- Ability to exercise judgement in making decisions (following charity procedures), referring to others when necessary
- Willingness to contribute to the smooth running of the charity and ensure that all matters are dealt with promptly and professionally