



Volunteer Role Description

Treasurer

Updated July 2024

Overview

The role of Treasurer is a voluntary Sunshine Cat Rescue (SCR) committee role. The holder must also be a Trustee of the charity.

This role requires the holder to have the following skills:

- Good literacy and numeracy – preferably with book-keeping experience
- Excellent communication
- Well organised

Responsibilities

- To represent SCR in a professional manner at all times, maintaining a focus on the core purpose of the charity.
- To keep an accurate record of all financial transactions (donations, expenses, adoption and sponsor donations etc.) and to keep accounts up to date and secure.
- To ensure all invoices are paid on time.
- Paying cash into the SCR main bank account promptly.
- Preparing floats for events, collecting the float and cash proceeds after events, counting and recording cash from each event.
- Ensuring accounts are passed on to the Auditor annually.
- Submitting appropriate documents at the required time to the Charities Commission.
- Submitting tax returns and complying with tax law in relation to HMRC.
- To advise the Committee promptly if expenditure exceeds income so that SCR does not become overdrawn.
- To adhere to the SCR social media Policy and to act within the GDPR.
- To attend monthly committee meetings and report on the charity's financial position, income from events etc. If unable to attend in person, a written report should be submitted prior to the meeting.
- To liaise with other committee members and volunteers as needed.

Please note, this list is not exhaustive and may be updated as needed.

Time Commitment

This role requires a minimum time commitment of 10 hours or more per week, which may vary depending on the charity's needs.