

ROLE SPECIFICATION

Role Title: TREASURER

The Organisation:

Gosport Heritage Open Days (GHODs) is a self funding voluntary organisation which, as part of the national Heritage Open Days initiative, projects manages an annual event which, for 4 days in every September, sees some 60 heritage sites in Gosport opened to the public free of charge. In 2015 there were over 12,500 visitors, with over 350 local people manning the activities.

The tasks associated with arranging the event are conducted by a Management Team of about 16 people who are assigned to six working sub groups: Development, Events, Marketing, Funding, Projects and Web/IT. The work of these subgroups is pulled together at a monthly committee meeting.

All people involved are volunteers or input voluntarily to GHODs in the course of their employment with other organisations.

Role Tasks:

The Treasurer role is an Officer position on the GHODs Management Team. The overall role will be to maintain an overview of GHOD's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained in accordance with our Constitution and Financial Policy.

General financial oversight.

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated people about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the verification body are communicated to the Management Team and that any approved changes are implemented.
- To ensure accounts meet the conditions of contractual agreements with external organisations such as funders.

Financial planning and reporting.

- To present financial reports to the Management Team.
- To make accounts available for verification at the appropriate time.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the financial implications of GHOD's strategic and operational plans.
- To advise on the fundraising strategy of GHOD's.

Technical Skills:

- Experience of financial control and budgeting (essential)
- Experience of writing funding bids (desirable)

Personal Attributes:

- Honesty and reliability
- Good communication skills.
- Ability to ensure decisions are taken and followed-up.
- Ability to work to deadlines.

Commitment:

It is anticipated that the normal time commitment will need be between 2-4 hours per month but this may vary with the time of year and the schedule of any ongoing projects. Additionally, the Treasurer will be asked to attend, or feed a report into, the monthly committee meetings (2 hours).

Induction:

In the first instance, the incoming Treasurer may shadow the outgoing Treasurer to familiarise with the work and organisational structure. They will also be welcome to participate in drop-in 'Office' sessions which are scheduled weekly at the home of the Chair or The Discovery Centre. Once confident, the Treasurer may prefer to work from their own home at a time which best suits them.