

Role Description – Treasurer of the Knitting & Crochet Guild – Updated July 2025

In addition to the general responsibilities of a trustee, duties of the Treasurer include the following:

1. Ensure the Guild follows Company Law requirements and Charity Commission best practice in managing all financial matters
2. Collate all transactions for income and expenditure using Xero accounting software
 - a. Details of cash transactions and receipts recorded on site at Britannia Mill, at shows/events and at Convention
 - b. Non-cash transactions/ standing orders from bank accounts and on receipt of invoices, ensuring all invoices and expenses are paid in a timely manner
 - c. Review income from subscriptions paid into the bank as Standing Orders or cheques
 - d. Export information from Sheep, GoCardless and Stripe, and import it into Xero
 - e. Reconcile bank statements, GoCardless, Stripe and PayPal transactions
3. Prepare a monthly overview of income and expenditure for the Board
4. Keep budget under review in line with Membership numbers and revise in line with income
5. Prepare the annual statutory accounts. The directors are legally responsible for the preparation of the accounts but they are reported to members at their AGM
6. Work with the independent examiner to ensure that the accounts are satisfactory. (The Guild uses the small company exemption so that no legal audit is required.)
7. Be involved in and advise on all aspects of fundraising in conjunction with others
8. Lead on insurance matters and arrange appropriate insurance cover in consultation with Membership Secretary to ensure all branches are covered by Guild insurance
9. Work with the Assistant Treasurer to ensure all the above are carried out in a timely manner.

In addition to the person specification for a trustee, the Treasurer should have the following qualities:

Person Specification:

- Financial or bookkeeping experience
- Ability to use Excel and other databases to record and manipulate data
- Some experience of charity finance and fundraising
- Skills to analyse proposals and execute their financial consequences
- Be prepared to make unpopular recommendations to the Board