

## **Joshua Orphan and Community Care**

### **Treasurer Role Description - Unpaid**

#### **UK Accounts** (in liaison with Berry Butler, Donations Secretary)

- Preparation of UK monthly management accounts and bank statement reconciliation
- Preparation of UK accounts for annual independent examination
- Act as a bank signatory for bill payments in the UK and fund transfers to Malawi

#### **Malawi accounts** (in liaison with Berry Butler, Donations Secretary)

- Support the Malawi end of the charity to produce monthly accounts in a format which can be easily integrated with the UK accounts to give an overview of the combined charities financial position
- Help develop a robust procedure for managing and reporting on cash flow between the UK and Malawi

#### **Budgeting** (In liaison with Trustee's)

- Prepare the annual budget and periodic revised forecasts for UK and Malawi
- Review and support preparation of individual project budgets

#### **HMRC Compliance** (in liaison with Berry Butler, Donations Secretary)

- monthly payroll deductions for NI and PAYE
- Quarterly HMRC PAYE & NI payments
- Complete the annual HMRC return
- Complete Gift Aid returns

#### **Investments**

- Invest cash on deposit in order to maximise interest income

#### **Ad Hoc**

- ensure Insurance policies are in place - Trustees Liability and Combined Liability
- support fundraising activities

### **Contact**

Please contact the chair of the board of Trustees, Kensa Cooper on [kenslacoop@hotmail.com](mailto:kenslacoop@hotmail.com) with a c.v and covering letter stating what experience you have and why you are interested in this role with Joshua Orphan and Community Care.