



Treasurer – Friends of Rupert House

Purpose of the role

The Treasurer is responsible for managing the charity's finances, ensuring accurate record-keeping, regular reporting, and compliance with statutory requirements.

Key responsibilities

- Prepare a short monthly Treasurer's Report for committee meetings (income, expenditure, and balances).
- Manage cash flow: reimburse expenses, oversee income from events, and bank funds (via online banking, PayPal, Zettle, or cash).
- Keep clear records in Excel and reconcile regularly with the bank account.
- Ensure annual reporting and returns are completed for the Charity Commission.
- Work with the Chair and committee to support budgeting and financial planning for events and activities.
- Provide practical support for fundraising events when needed (e.g. reconciling takings).
- Assist the Secretary, where needed, in drafting and updating governance documents (e.g. constitution, policies), ensuring these are stored in the charity's shared record-keeping system.

Time commitment

- 1 hour per week if accounts are kept up to date.
- Additional time may be required at year-end or around large fundraising events.

Skills & attributes

- Organised and detail-focused.
- Comfortable using spreadsheets, online banking, and simple payment platforms.
- Able to explain finances clearly to the committee.
- Willing to contribute to wider governance and good record-keeping practices.