

Royal British Legion, Henley-on-Thames Branch Treasurer

The branch is seeking a suitably skilled individual to take over from the current Treasurer, who is retiring. Under normal circumstances, this is an active and lively branch of the national charity, with about 120 local members.

What will you be doing?

Estimate of time needed: - Normally 1 - 3 hours per week

A concentrated period of activity, eg 5-10 hours, at year-end in July

About Royal British Legion, Henley-on-Thames Branch

The Royal British Legion provides welfare support for serving and ex-serving members of the British Armed Forces and their families

The Treasurer is responsible for money and accounting. Treasurers are appointed for one year. They are non-elected members and have no vote on the County Committee but have a vote on the Branch Committee. The Committee meets monthly, and the Treasurer should attend these meetings when possible. (Currently these meetings take place virtually through internet resources, due to Covid19 restrictions.

The Treasurer is responsible for running income and expenditure accounts and must submit audited annual accounts following the end of the financial year in June. The Treasurer must report the Branch income, expenditure and cash balances to the Branch Committee at least quarterly. The report should explain any large or unusual transactions or instances where income or expenditure differed significantly from what was planned. The report must be accompanied by a quarterly bank reconciliation, which reconciles the cash book balance with the amount on the bank statement.

The Branch Treasurer is also responsible for maintaining records of Branch transactions, either electronically (in Excel or LOMAS) or hard copy (in a ledger book or similar). These transactions should be summarised by income and expenditure type to produce a quarterly report for the Branch Committee.

When keeping records electronically, Branch Treasurers are advised to keep regular backups, using the Office 365 auto-save function, to ensure that records are not lost. In addition, the Branch Treasurer is responsible for safeguarding the Branch cheque book, paying-in book and bank statements.

Branch Treasurers should refer to the 'Guide to completing the year end Branch Return ' issued annually by the Finance Department before completing their Return. They should contact their Membership Support Officer if they have any queries.

What are we looking for?

Retired accountant, familiar with financial administration and reporting. Up-to-date computer skills, and must have their own computer resources, with an appropriate level of security

What difference will you make?

In addition to ensuring the integrity of the branch accounts, the Treasurer must ensure that all branch income and expenditure conforms to the Royal Charter and charity law, as set out in guidelines issued and updated by the central charity administration .This is an important role in

helping the committee and others produce successful remembrance and fundraising events, and managing the associated financial risks.

What's in it for the volunteer?

This is an opportunity to work with a friendly and enthusiastic team, contributing to the objectives of a well-established and worthwhile charity.