



CHIPPING NORTON CHORAL SOCIETY

JOB SPECIFICATION - TREASURER

RESPONSIBLE TO: *Chairperson and Musical Director*

RESPONSIBLE FOR: *The leadership and management of all financial issues relating to the successful operation of The Society within the context of a registered charity*

MAIN TASKS:

1. Managing The Society's bank accounts
2. Managing The Society's financial records
3. Budgeting of future concerts in conjunction with the Musical Director being aware of the need for an appropriate contingency to be maintained and/or adjusted
4. Renewing and reviewing relevant accounts and fees to include the contracts and fees for the Musical Director and Accompanist; The Society's Making Music membership; and The Society's insurance
5. Preparing and producing Treasurer's reports to committee meetings and termly concert Profit and Loss accounts
6. Preparing and presenting The Society's annual accounts and Treasurer's Report at the AGM
7. Arranging inspection of The Society's annual accounts by and providing 'gift in lieu' to, an independent examiner
8. Managing the Performing Rights Society fee payments
9. Preparing and submitting the annual Gift Aid claim alongside any Corporation Tax returns required by HMRC
10. Managing The Society's Charities Commission website entry