



## Volunteer Treasurer: Description of Role

Organisation Name	NOTAN (North of Tyne Athletics Network)
Organisation Overview	North of Tyne Athletics Network (NOTAN) is a cluster of local harrier athletics clubs established in 2010, to develop athletics in the North of Tyne area. We organise events for both senior and junior athletes, and provide coaching and additional services. In 2017, NOTAN became a charitable incorporated organisation. One of the long term aims of NOTAN is to be involved in securing the future of the vital community asset – the athletics facility at Churchill Playing Fields
Role Title	Treasurer
Location of position	Home Based, committee meetings to take place in North Tyneside
Responsible to	Trustees Management Committee
Purpose/ summary of role	To record accurately NOTAN's financial activity. To keep both NOTAN's committee and the charities commission informed of NOTAN's financial position in a timely manner. To provide guidance to the organisation on internal control and financial procedures. To work in partnership with VODA, to audit our accounts.
Description of tasks	As a treasurer, you must: <ul style="list-style-type: none"> <li>- ensure that all financial transactions are handled safely</li> <li>- ensure that accurate records are kept</li> <li>- maintain a local bank account(s) in the charity's name, making sure that all income is banked upon receipt into your group's accounts</li> <li>- record all assets of your group, making sure arrangements exist for their safekeeping</li> <li>- complete and return Annual Financial Return forms in line with the requirements of NOTAN's Constitution.</li> <li>- report to and advise your group on its financial position. This is good governance and will help the group make informed decisions</li> <li>- ensure that income and expenditure for a NOTAN organised events is correctly documented and accounted for</li> <li>- advise your group on financial policies, internal control and appropriate use of funds.</li> <li>- make sure all volunteer expenses claims are paid in line with the charity's Volunteer Expenses Policy</li> <li>- make sure there is a smooth handover to the next treasurer of all documents and money</li> <li>- attend all meetings of the committee, as far as is practicable</li> <li>- make sure financial decisions are agreed by the committee in a minuted committee meeting</li> <li>- prepare an up-to-date financial report for each committee meeting, ensuring this is signed and checked by another committee member</li> <li>- present your submitted Annual Financial Return at the annual general meeting</li> </ul>

Time Commitment	Anticipated time contribution: we advise you to allow up to two or three hours per week, keeping your cashbook up-to-date and checking that your bank reconciliation is correct. At certain times of the year you may need to give more time. For example, when preparing a budget at the beginning of the year, or when completing the Annual Financial Return at the end of the year. Anticipated length of role: Minimum one year, no longer than six consecutive years
Skills and Qualifications	There is no requirement to have any previous financial or accounting experience, although you will find the role easier if you have previous cashbook and spreadsheet experience. Any person applying for this role must have had previous bookkeeping experience or be studying towards an AAT, ACCA or ICMA. They must also be accurate at data input on a computer. An interest in running & athletics is preferable but not essential.
Training and Support	Our previous treasurer will be on hand to help with the handover process. NOTAN's trustees and secretary will provide guidance and support. VODA will provide specific training as your needs require to fulfil this role.
Reimbursement of expenses	Out of pocket expenses will be reimbursed, with full details to be agreed.
Benefits to volunteer	This is a great opportunity to contribute to the work of NOTAN if you have experience of, or are interested in book keeping, as well as having an interest in the development of athletics in the local community. The treasurer's role is essential for making sure our organisation runs successfully and continues to benefit athletes of all ages and the community as a whole. Furthermore, there will be opportunities for further volunteering duties within the organisation if of interest to the applicant.
Application Procedure	Please send CV and covering email to NOTAN Chairman Tommy Brannon (Details Below)
Contact Information	Tommy Brannon Tel: 0784 649 0503 Email: <a href="mailto:tommybrannon67@yahoo.co.uk">tommybrannon67@yahoo.co.uk</a>