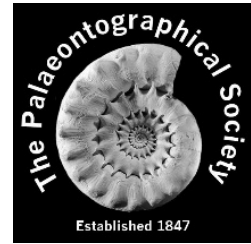


## Role Description - Treasurer



The role of Treasurer of the Palaeontographical Society is one of the most vital. Alongside financial duties such as receiving and paying invoices, managing the accounts and providing reports on our finances to council, the Treasurer is also responsible (along with the Secretary) for looking after members, particularly their membership subscriptions and renewals, and general enquiries relating to membership and receiving monographs.

The role is likely to involve between 4-6 hours per month. The length of term of office is not fixed, but ideally should be more than two years to maintain continuity.

The duties of the Treasurer include the following:

- Attend Council meetings (3 per year) and provide a report of finances for each meeting
- Produce an annual balanced statement of accounts, to be audited and signed by an independent auditor
- Processing membership payments made online, by post, or by debit/standing order
- Maintaining the membership list for the Society and ensure we adhere to UK GDPR law
- Processing payments made to, and by the Society. These include royalty payments, dividends from the Society's investments, and invoices, as well as our awards and sponsorships/donations
- Processing expenses claims for Council members
- Maintaining Society's bank accounts and investments on behalf of Council
- Liaising with our publisher (Taylor & Francis) as required, alongside our editors and other council members, regarding the production of Monographs

### Skills

The Treasurer position is one that requires diligence and respect for confidentiality. The Treasurer should have previous experience of managing the accounts of an organisation or charity, and be familiar with regulations related to this work. Ideally, they should be familiar with GDPR law and money handling procedures. This role suits someone detail-oriented and with excellent numeracy skills, who is reliable and flexible in response to the dynamic workload involved.