



Heathfield Agricultural Show

TREASURER

Purpose of Role

Supervising the financial affairs of the Heathfield Agricultural Show and the show Council. Keeping proper accounts that record all monies received and paid out by the Show and the Council.

Summary of Role

The Heathfield Agricultural Show is a Company Limited by Guarantee.

Provide book keeping support to the Show Chair and Show Council, organise and ensure all duties are completed in a professional and timely manner according to the agreed timetable. Liaise with the Show Secretary to exchange financial information, receive and document all payments to the Show and communicate with the Show Chairman and Show Secretary to ensure all invoices are paid as required.

Reports to

Show Council

Duties

- Comply with the Show's financial policies.
- Attend the Show's Annual General Meeting and report on the reviewed accounts as Treasurer.
- Prepare final year end books (year ends 31st August) in preparation for annual review by Council. Liaise with Hon Auditor and assist in preparation of final accounts for presentation at the AGM.
- Attend and report to the Show Council meetings (minimum 4 times a year) and general membership with a current report on the Show's finances.
- Act in accordance with all accepted financial legislation.
- Be responsible for preparing and submitting online quarterly VAT returns.
- Prepare day to day accounts using a recognised software package.
- Facilitate all financial transactions.
- Assist and manage Membership payments and Stripe payment/refund queries.
- Prepare payments for authorisation.
- Be available pre Show week for banking and other duties (last week of May).
- Attend Show day (last bank holiday Saturday in May).
- Be available post Show week for paying of invoices, banking cheques and cash.
- Put in place a timeline for duties to be undertaken in a timely and consistent way.
- Process any personal data in line with the Show's Privacy Policy

Essential Skills

- Excellent organisational skills.
- Excellent IT skills - able to demonstrate proficient use of Microsoft Word, Excel and Outlook.
- Able to download spreadsheets and have the facility to use a recognised accounting software package. The Show has and uses Quicken.
- Happy to work from home and as part of a team.
- Confident talking to exhibitors, judges and the public both over the phone and face to face.
- Be interested in becoming involved in the Heathfield Show and help look after the finances of the Show.

Remuneration

To be discussed.

Other information

- The successful candidate will have their own computer and printer.
- Stationary costs will be reimbursed.