



The Seabird Group Executive Committee

Treasurer

Position Description

This is a 4-year role on the Executive Committee. As a member of the Executive Committee of the Seabird Group (a registered charity), the Treasurer is formally a Trustee of the Seabird Group. This means that they share legal responsibility for governing the Seabird Group and directing how it is managed. They are legally obliged to act in the Seabird Group's best interests, responsibly manage the Seabird Group's resources and act with reasonable care and skill. The roles of a Trustee are as follows:

1. Ensure the Seabird Group is carrying out its purpose for public benefit (set out in the constitution)
2. Comply with the Seabird Group's governing document (the constitution) and with UK Charity Commission law
3. Act in the Seabird Group's best interest (avoid conflicts of interest)
4. Manage Seabird Group resources responsibly
5. Act with reasonable care and skill
6. Ensure the Seabird Group is accountable (comply with statutory accounting and reporting)

Acting with reasonable care and skill means making use of your skills/experience and seeking advice where appropriate and ensuring you give enough time and energy to your role. This includes endeavouring to attending all meetings and the AGM.

More on what it means to be a trustee of a charity: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-knowcc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

In addition to your duties as a Trustee, the Seabird Group Treasurer has specific duties associated with the role:

Managing payments for The Seabird Group

This includes:

- paying grants, invoices, expenditure claims etc as appropriate and in good time
- managing The Seabird Group's Paypal account
- coordinating with the membership secretary to send payment reminders via Paypal to members who pay by Paypal
- receiving and keeping track of payments (membership, etc)
- claiming gift aid from HMRC

Doing The Seabird Group's accounts each year

This includes (once a year):

- doing the accounts prior to the AGM in the autumn
- sending the accounts for auditing
- submitting the accounts to the OSCR and the Charity Commission by the end of December
- producing a report of the accounts that is presented to members at the AGM

**Attending Seabird Group Executive Committee meetings**

Advising ExCom on financial decisions (e.g. purchases, grant amounts etc)

Attending Seabird Group Executive Committee meetings

The committee meets around once a month for ~1h, online.

Taking part in working groups

The Executive Committee sometimes forms working groups to focus on a particular issue (e.g. Equality and Diversity, Conference Planning, Journal). The Treasurer is encouraged to join these as appropriate.

Participating in agreeing the allocation of Seabird Group Grants (twice/year)

There are two research grant rounds, closing dates on 28/29th February and 31st October. All voting members of the executive committee review and rank the applications, ideally within 3 weeks.

Training

The outgoing Treasurer will provide a training session to go over all the necessary processes.

Skills required for the role:

Candidates should have good organisational skills and be able to deliver to strict deadlines. Previous experience of accounting for an organisation is a plus but not required.

How to apply?

Any questions about the role can be sent to outgoing Treasurer, Ian Cleasby, at i.r.cleasby@gmail.com.

Any potentially interested candidate should email the secretary no later than 31st October 2024 (secretary@seabirdgroup.org.uk).