



Treasurer of Surrey Beekeepers' Association

Job description – September 2026

Role

The primary role of the Treasurer of Surrey Beekeepers Association (SBKA) is manage the banking and funds of the SBKA. The Treasurer is also responsible for providing consolidated accounts across the SBKA's annual accounts across all eight divisions.

The Treasurer may also provide support for Divisional Treasurers.

Responsibilities

The Treasurer:

- Is a trustee of Surrey Beekeepers Association
- SBKA banking and funds

Each Division of SBKA manages its own income and expenditure. The Treasurer is responsible for managing the income and expenditure of SBKA's Central Funds.

- Management of the Charity's current and deposit account and bank signatories, including reviewing accuracy of bank statements.
- Prompt payment of due accounts upon receipt of invoice or proforma as approved by the Council or Chair.
- Issue invoices or payment requests to Divisions and other debtors.
- Maintain records of designated and restricted funds in accordance with the Charity Commission guidelines
- Complete and submit annual claim for Gift Aid refund to HMRC and monitor receipt of same into nominated Bank account.
- Safeguarding and obtaining a return on surplus funds in accordance with the Charity's investment policy and proposing any changes to investment arrangements to full Council for consideration and approval before putting in place. Bearing in mind, deposits are spread across all twelve Divisions and County and the total holding for the Charity as a whole in any one institution should not exceed the current Financial Services Compensation Scheme (FSCS) limit, currently £120,000.
- SBKA Committee Meetings and AGM
Council meets are held quarterly typically January (ahead of BBKA's ADM), April, July, and late October (ahead of SBKA's AGM). Meetings are normally held online, with an aspiration to hold one face to face meeting

each year. The AGM is currently held in December, in one of Surrey's eight Divisions.

- At least 7 days prior to Committee meetings, provide the Council accounts for the previous quarter.
 - In Committee meetings, provide updates on any significant expenditure and update the Council on any issues.
 - Answer questions from the Council.
 - During November: Provide the Secretary with the Accounts and Treasurers report for the County for approval at the meeting. Produce the Charity Accounts and Report and Independent Review for approval by Council so this can be presented to the Members at the AGM.
 - Attend the AGM (currently December) and present the annual report and accounts for adoption by the members and be prepared to take questions on the content.
- Annual reporting

SBKA's Annual Return to the Charity Commission is submitted by the Secretary. The Annual Report is prepared by the Chair, with the Support of the Secretary and Treasurer. The Return must be submitted by 31 July.

The Treasure's role is to:

- Agree an Independent Reviewer with the Council.
 - On 30 September each year, close the accounts and prepare Charity Accounts for the year end, with comparative data from the previous year.
 - Request that Divisions forward the independent review of their accounts, along with bank statements to substantiate the balances in their accounts.
 - Submit the consolidated accounts, with the evidence from the Divisions to the Independent Reviewer, ahead of the SBKA AGM.
 - Prepare SBKAs annual financial reporting in line with Charity Commission guidance and provides to the Secretary in good time for submission to the Charity Commission, including:
 - Statement of financial activities
 - Balance Sheet
 - Notes to the financial statements
- Compliance
 - HMRC: Establish bona fides and act as official contact point for the Association with the HMRC. Maintain all passwords. Deal with any correspondence from HMRC.
 - Charity Commission: Stay up to date with Charity Commission guidance and produce SBKAs annual financial reporting in line with this guidance, including:
 - Statement of financial activities
 - Balance Sheet
 - Notes to the financial statements
- General administration
 - To review the assets of the Charity, including divisional assets and review the Charity insurance to ensure that assets are adequately protected. To

bring to Councils attention any issues that require a change in cover or relate to a claim on the Charity's policies.

- To ensure the BBKA Trustee liability cover is in force and remains adequate to cover the liabilities of Council delegates and all trustees.
- To advise Council immediately of any potential fraud or digital ransom attack.
- To deal with general enquiries by post, email or via the website addressed to the Treasurer. To attend and participate in Executive Meetings.
- You may also be asked support the Divisional Treasurers with issues arising in Divisions, which can either be direct support from the SBKA Treasurer, depending on experience, or by helping them find the support they need.

Skills and experience

- Some knowledge or experience of Charitable Accounting requirements
- Ability to use excel spreadsheets for accounting records
- On line banking
- Computer skills using Microsoft Office
- Good communication and relationship building skills