

BSSH

The British Society for
Surgery of the Hand

Job Description, Role and Duties of the Honorary Treasurer

It is expected that the Treasurer will have previously served on Council in some other position before being elected to Treasurer.

The role is eligible for re-election. The Treasurer is an Officer, Trustee, Member of Council and a member of the Committee of Management of the European Journal of Hand Surgery.

The Honorary Treasurer shall be the custodian of all funds held and collected by the Society, acting as both Trustee of the charity and Director of the registered company.

Specific functions

The BSSH currently instruct RSM UK Tax and Accounting Limited to manage the accounting on behalf of the Society. RSM work alongside the Secretariat to undertake the day to day running of the Society's accounts and financial transactions. The Honorary Treasurer works with this team to oversee the correct use of the Society's funds, in keeping with the charitable aims of the BSSH.

- The Honorary Treasurer is required to present the report and financial statements of the Society each year at the Annual General Meeting, and interim reports, currently three times a year, to Council. These financial statements will cover items detailed in the Society's Articles of Association, as below:
 - a) all sums of money received and expended by the Society and the matters in respect of which such receipts and expenditure take place;
 - b) all sales and purchases of goods by the Society;
 - c) the assets and liabilities of the Society.

- The Honorary Treasurer must also present a report of the finances of the European Journal of Hand Surgery at the twice-yearly Committee of Management Meetings of that Journal

- Proper books of account shall be kept as are necessary to give a true and fair view of the state of the affairs of the Society and to explain its transactions. The books of account shall be kept at the BSSH offices or in a place that Council think fit and shall always be available to the inspection of the Members of Council.
- It must be ensured that the year-end accounts are compliant with the regulations imposed by the Charity Commission, Companies House and HMRC by obtaining professional advice and information from relevant parties. At least once every year the accounts of the Society shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditors.
- The Honorary Treasurer is an authorised signatory on all bank accounts and investments held by the Society. Payments requiring authorisation, including expense claims, will be emailed **weekly** and the Honorary Treasurer should respond within a week. From time to time, more urgent authorisations are necessary. The Honorary Secretary will complete authorisation processes in the absence or incapacity of the Treasurer.
- The Society's financial year end is 31st May. The Honorary Treasurer is required to attend intermittent meetings with the Accountants and Investment Managers to review the Society's finances, usually once or twice a year.
- The Honorary Treasurer is required to review financial forecasts, budgets and the investments held by the Society, providing reports to Council, and proposing and leading on changes where necessary. The BSSH Investment and Reserves Policy needs formal review every 3 years with the next review due in January 2022.
- If fundraising becomes necessary to keep pace with the work of the Society, the Treasurer will be expected to lead on this process.
- The Treasurer may be required to represent the Society at functions. It may be necessary for them to attend BSSH Committee meetings. As one of the Officers of the Society, they will share responsibility for ensuring that the decisions of Council and the Trustees are implemented.
- Annual subscriptions shall be determined and annually reviewed by Council. The Honorary Treasurer will advise on a suitable level of subscription. The Secretariat will, on behalf of The Honorary Treasurer, inform each Member when their subscription for the forthcoming year is due, and secure payment. Members whose subscription is four

months in arrears and who has been duly notified thereof shall cease to be a Member of the Society. This will be enacted by the Secretariat on behalf of the Treasurer.

Expectations of the Honorary Treasurer by the BSSH Secretariat

- To allocate the time required to fulfil the role of Honorary Treasurer.
- Ensure authorisations for payments are returned within a week of receiving the paperwork.
- Inform the Secretariat and the Honorary Secretary in advance of holidays and other periods when unavailable to fulfil the role of Honorary Treasurer.
- Undertake the role in a professional manner and take into account advice given both by the Society's Accountants, Solicitors and Secretariat.

Expenses

- The Treasurer may claim reimbursement for expenses in the UK according to the BSSH expense claim policy.