

Chatham Charities Trustees

Clerk & Treasurer

Job Specification

The Clerk and Treasurer will have responsibility for the following activities on behalf of the Chatham Charities Trustees:

Grants

- Receive/vet applications for consideration by the Trustees
- Pay authorised grants and monitor receipts/evidence of expenditure
- Maintain summary records for half-yearly report to the Trustees

Accounting

- Online banking signatory (dual authorisation)
- Maintain receipts and payments accounting records and prepare final draft accounts
- Liaise with Accountants for annual independent examination and production of final accounts
- File Annual Return to Charity Commission

Investments

- Monitor investment income
- Assist Trustees with monitoring investment performance o Execute Trustees' investment decisions

Other Duties

- Attend and submit an activity report to Trustees' biannual general meetings
- Attend other such meetings as the Trustees may find necessary from time to time
- Maintain minuted records of all meetings
- Administer Trustee membership records
- Undertake such associated duties as the Trustees' may reasonably request from time to time in connection with the administration of the Trust.

Please Note: It is recommended that this document is read in conjunction with the Activities Schedule attached to the advert.