

MINETY COMMUNITY SHOP LTD

TREASURER ROLE

Estimated time: 2 to 3 days per month

- **Comply with Regulatory Bodies (ensure Committee minutes approve all key areas)**
 - File Annual returns (AR30) with the FCA
 - Update any changes with FCA such as Year-end date, Committee members and roles, registered office etc.
 - File quarterly VAT returns via Xero
 - File annual Accounts and tax computations with HMRC via David Cadwallader
 - Do PAYE/NI returns to HMRC via Cadwallader. Check gateway periodically to ensure all payments received and allocated by HMRC
 - Maintain pension records via Cadwallader (monitoring Nest updates)
 - Maintain Insurance, including employer's liability and others in line with regulatory requirements and best practice (currently with Retail Mutual)
 - Ensure all licenses obtained, lottery, alcohol, Data Protection etc. (Chair or Manager arranges)
 - Comply with GDPR in keeping records of shareholders, staff, volunteers, suppliers
- **Maintain Bank Account(s)**
 - Ensure bank mandates are kept current and supported by Committee minutes
 - Ensure all signatories, on-line banking, debit cards and authority levels are up-to-date and appropriate and approved by the Committee
 - Reconcile statements at least monthly (mainly automated via Xero)
 - If interest rates return then put excess funds on deposit – currently not worth doing
 - Put controls in place to protect the Shop and staff/volunteers from risks
 - Reconcile and Bank cash/cheques weekly
 - Maintain Direct Debits and obtain VAT bills to support reclaims
 - Maintain supplier and staff account records
- **Maintain Shareholder register**
 - Keep record of all shareholders details, 'brick' donations; reconcile to general ledger
 - Issue share certificates and acknowledge to donors
 - Maintain confidentiality in line with GDPR
 - Ensure current scheme meets regulatory requirements and is documented in line with current Committee approved scheme
- **Carry-out Quarterly Stock-Takes**
 - Work with Shop Manager to organize, count and adjust stocks in line with a quarterly count that ensures shrinkage is kept to a minimum and that the accounts are kept as accurate as possible
- **Maintain and operate Xero (Accounting System) to produce timely and accurate reporting**
 - Ensure all settings for VAT, Dates, and Chart of Accounts are maintained in line with the way the business is run or as required for HMRC etc.
 - Maintain journal file for draft and repeating journals to ensure accurate and timely posting of sales and costs
 - Maintain reports with correct parameters to give management and statutory reports

- Ensure 'making tax digital' is registered, working and accurate
- Run monthly depreciation, update draft JV's and sales invoices, make payments, reconcile bank accounts and post any accruals or prepayments
- Reconcile fixed assets register to the general ledger accounts
- Reconcile all balance sheet accounts and produce a working paper file electronically or on paper
- Run, TB, P&L and Balance Sheet and report the numbers monthly to the Committee
- **Provide Management reporting**
 - Do analysis of margins, stock turns, #SKU's, suppliers, sales per day, shrink etc. as appropriate to support management and the Committee to run the Shop in the most productive and effective manner
 - Highlight any areas for attention/improvement
 - Maintain a budget and forecast for sales, profit and cash (mainly follows the profit except where capital and taxes are involved)
 - Do or support production of a Business Plan for supporting Grant applications, reporting at the AGM or other purposes as needed
 - Produce a monthly report prior to Committee meetings
- **Company Secretary Function - possibly done by a separate person to the Treasurer?**
 - This is a legally required function and is responsible for the FCA, HMRC, AGM and recording of key decisions and mandates of the Committee