



Cirencester & District
TALKING NEWS

TREASURER – an officer of the Charity VOLUNTEER ROLE DESCRIPTION

April 2026

The Cirencester & District TN is run entirely by volunteers whose sole purpose is to compile, record, copy and distribute a high quality weekly talking newspaper and magazine.

This description sheet clarifies what you will be doing, with no contract of employment implied and no legally binding relationship created.

FIRST POINT OF CONTACT: The Officers of the Charity

RESPONSIBILITIES:

To maintain the charity's accounts and reconcile to the bank statement monthly.

- To maintain all documentation relating to income, expenditure, suppliers, and bank accounts (including signature mandates).
- To produce monthly and year-end accounts for committee meetings and the Annual Meeting (AM).
- To pay all rent and other invoices, as necessary.
- To liaise with banks, the landlord, suppliers, and the independent examiner of accounts as required. To reconcile the petty cash quarterly.
- To pay in all cheques received.
- To produce an annual Gift Aid return for HMRC and update the Charity Commission website with income and expenditure figures.
- To ensure that the Charity Commission is kept up to date with any changes to the charity's details, in co-operation with the Chair of Trustees.
- To undertake such other duties as may be agreed with the committee.

Cirencester & District Talking News

Email: mail@cirencestern.org | Tel. No.n0744 2600282

Registered Office: The Old Department Store, 29-35 Market Place, Cirencester GL7 2NX

Website: cirencestern.org

Charity No. 1218012

ADDITIONAL POINTS TO NOTE (applicable to all volunteers):

- New volunteers will be appointed on a probationary basis for up to six months.
- Volunteers may like to familiarise themselves with the Charity's constitution (available on the noticeboard and website).
- Please give as much notice as possible if unable to attend the scheduled volunteering time(s). Please comply with all Health and Safety notices and any other rules posted on the Studio noticeboard.
- Please inform the Secretary to the Trustees of any changes in contact details.
- Membership of the charity will automatically lapse if, without good reason and after appropriate approaches, a volunteer has not participated for a period of six calendar months.
- If a grievance or problem arises that cannot be resolved by your First Point of Contact, please refer it the Secretary to the Trustees who will bring it to the attention of all Trustees.

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