

Chinese Information and Advice Centre

Title: Honorary Treasurer / Accountant

Job Description

Accounting

1. Keep the books and accounts with Instant Sage or higher version
2. Manage accounts receivables and payables
3. Prepare annual accounts and reports in accordance with the Charity SORP
4. Liaise with the independent examiner for the independent examiner's report as required by the Charity Commission [exempted from 2015 due to change in rules]
5. Authorize payments on regular basis – including online banking and issuing cheques
6. Prepare project budget as and when required for funding applications
7. Prepare project expenses for project end monitoring report
8. Prepare Charity annual budget
9. Prepare VAT return quarterly (consider to deregister for VAT due to below VAT threshold)

Payroll

1. Prepare monthly payroll, PAYE and NI
2. Filing to HMRC monthly and annually using HMRC online system
3. Filing P45 and P60 to HMRC
4. Prepare Workplace Pension (Staging date 1 October 2016)

Statutory Filings

Charity Commission

- Annual return filing and Charity accounts online
- Filing to update information about the Charity

Companies House

- Annual return filing
- Charity Accounts filing (in paper)
- Filing on changes in directors, registered address and company M&A

Cash and Reserves

1. Manage cash position and maximize return on cash deposit
2. Prepare treasurer's report for the Board meeting
3. Manage Charity Reserves in accordance with the Charity Reserves Policy
4. Draft /update accounting policy, cash and reserves policy
5. Scrutinize bank transactions and payments and report to the Board for irregularity

Last reviewed: July 2020