Anthony Toby Homes Trust (ATHT)

Trustee Director Treasurer

Role Description

1 Description

As a member of the Trustee Board the Trustee Director Treasurer has particular responsibility for overseeing the accounting function of ATHT. Trustee meetings are normally held monthly.

2. Duties

* Producing year end audit file for annual audit.
* Producing year end accounts
* Liaising with auditors
* Producing quarterly accounts for the board to review
* Assisting the Trust Manager to prepare the annual budget for approval by the Board
* Overview of Xero Accounting System to ensure all items are correctly entered. This includes reviewing bank reconciliations and reconciling all balance sheet accounts.
* Reviewing Aged Debtors to ensure all fee invoices are paid.
* Authorising on line payments made from Barclays Current Account which includes monthly salaries
* Reviewing payments made on Bank Debit Card and Barclaycard.
* Assisting the Trust Manager in fee estimates for new and existing residents as required.
* In conjunction with the Trust Manager arranging for deposits to ensure ATHT is maximising on interest earned on its cash.
* Assisting the Trust Manager with general finance and accounting queries