



**ANGLO-ISRAEL  
ARCHAEOLOGICAL SOCIETY**

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Affiliated to the British Friends of the Hebrew University of Jerusalem  
Registered charity number 1195866

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### **Honorary Treasurer – Job Description**

The Honorary Treasurer is a Trustee of the organisation and has lead responsibility for overseeing the charity's financial affairs. Working closely with the Chair and other Trustees, the Treasurer ensures that appropriate financial records are maintained, funds are properly managed, and the Board is kept informed of the organisation's financial position.

#### **Key Responsibilities**

- Banking and Financial Records
  - Check monthly bank statements (Barclays)
  - Maintain a spreadsheet of receipts and payments
  - Carry out monthly bank reconciliations
  - Make authorised payments from the bank account
  - Manage the bank account and respond to queries from Barclays
- Gift Aid Administration
  - Review Gift Aid schedules prepared by the Administrator
  - Upload claims to the HMRC Gift Aid portal
  - Check receipts and liaise with HMRC where required
- Investments and Financial Governance
  - Manage the relationship with the fund manager (currently CCLA)
  - Meet annually with the designated investment manager to review performance
  - Review the Investment Policy annually and present updates for Trustee approval
- Reporting to Trustees
  - Prepare short Treasurer's reports for Committee meetings (three per year)
  - Prepare the Annual Accounts for the AGM
  - Contribute to wider Committee discussions on financial and governance matters

#### **Time Commitment**

Approximately one day per month outside of Committee meetings, AGM and monthly operations meetings, once up to speed.