



volunteer

Branch Treasurer

About the opportunity

We are the RSPCA and it's our vision to live in a world where all animals are respected and treated with compassion. Our volunteers are incredible, they play an essential role in helping us carry out our important animal welfare work every day.

Do you have professional expertise you could use to help a good cause? Are you passionate about animal welfare? Trustees manage the affairs of a local RSPCA Branch to promote and provide animal welfare within the branch area.

As a trustee of a branch you will have the chance to influence how we care for and prevent cruelty to animals. The treasurer acts as principal financial trustee maintaining and administering the accounts of the branch.

Main activities:

In addition to all those listed under the role of Branch trustee:

- To implement and maintain sound financial systems in order to retain full control of branch funds.
- To take a lead role in ensuring the committee set annual financial budgets and forward plan the branch income and expenditure so that the accounts balance in the long term.
- To provide a written financial report for every branch meeting showing the branch's income and expenditure since the last meeting.
- To liaise with auditors/independent examiner regarding the production of the annual branch accounts and treasurer's report for the AGM, including SORP statement.
- To maintain control of all bank accounts as authorised by the committee.
- To execute and operate branch committee financial decisions and act as branch co-signatory on all branch cheques, if required.
- To maintain control over all branch paying-in books and receipt books and to ensure their correct use.
- In the absence of a Branch box secretary, to assume responsibility for the branch network of collection boxes.
- To arrange payment of the annual branch contribution to the appropriate RSPCA fund.
- To coordinate financial control of all branch fundraising activities.

- To make quarterly VAT returns to headquarters promptly.
- In conjunction with your fellow trustees, to conduct regular reviews of the branch accounts and investment portfolio to ensure the best return on branch funds.
- To ensure the production, monitoring and annual review of the branch's financial risk management strategy in accordance with the charity commission's requirements.
- To liaise with branch officers, Branch support specialist and Branch finance co-ordinator on financial affairs as necessary and alert them immediately to any possible difficulties or irregularities.
- To ensure the retention and safekeeping of all branch financial documentation for the appropriate time as set by the charity commission. In the event of a hand over, to ensure timely provision of all documentation.

About RSPCA

We're proud to be the oldest welfare charity around.

- We were the first to introduce a law to protect animals and we work hard to ensure that all animals can live a life free from pain and suffering.
- Through our campaigns we raise standards of care and awareness of issues for the animals who have no voice. We push for laws to be changed, improving the welfare of animals on farms, in research labs, in the wild, in paddocks or in our homes.
- Through investigations and prosecutions we stand up to those who deliberately harm animals to send out a clear message - we will not tolerate animal abuse.
- Our highly trained officers tackle neglect and cruelty at every level and are working hard to stamp out large-scale serious, organised and commercial animal cruelty.
- We believe every animal has the right to be counted as an individual. Animals can rely on us to rescue them when they need us most. To rehabilitate them wherever possible, provide them with the very best veterinary care and to find them new homes, either through rehoming or release.

What are we looking for?

- Most people aged 18 or over are eligible to become a trustee and you will need to become a member of the RSPCA. You will need to be able to work with people and have good interpersonal skills. You do not need to be an expert although commitment, common sense and the ability to be objective is vital.
- Specific skills such as finance, fundraising, project management, business experience, awareness of employment and/or charity legislation can be useful, but not essential.
- New RSPCA trustees are provided with a document "Guidance for Branch Trustees" and asked to attend a training course which provides information and guidance about a trustee's role and responsibilities.
- Trustees must sign a Trustee Declaration of Willingness to Act to clarify that they are not disqualified from being a trustee and that they accept the post.
- As of 1st August 2018 in addition to our standard declaration of willingness, trustees also need to complete the [new declaration from the Charity Commission](#) and read their [guidance for individuals](#) on who can't be a trustee or senior manager of a charity.

What can we offer you?

- It's a great way to meet like-minded people who share your enthusiasm for animal welfare.
- You will have the opportunity to gain new skills and develop existing ones, whilst making a real difference to the lives of animals.
- New RSPCA trustees are provided with a document "Guidance for Branch Trustees" and asked to attend a training course which provides information and guidance about a trustee's role and responsibilities.
- Ongoing support is also provided by regional and national RSPCA staff in addition to any additional training provided by the relevant branch.
- Volunteer at the heart of the local community.

Practical Considerations

As a minimum, trustees would normally be expected to attend a monthly committee meeting lasting some 2 to 3 hours. However, the commitment may vary dependent on whether or not the trustee takes on additional duties such as the role of chairman, treasurer or secretary.

Trustees are elected for a 12 month term each year.

For more information on becoming a Charity Trustee, and to ensure it's the right decision for you, we recommend visiting:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

For more information about volunteering please visit www.rspca.org.uk/volunteer