

ARAL Director Job Description

Treasurer

Summary of role:

To oversee all financial accounting on behalf of ARAL and be the point of contact for payments and receipts.

Estimated time commitment per month (hours):

3

Main responsibilities:

Activity	Activity description	How long does it take to do (minutes per month)
Issue and Collect Levy Payments	Issue levy notices via individual emails around Sept. Follow-up after a couple of months , and then usually have to do further for some outlayers	Really stop/start. Probably 1-2hrs to get the initial emails out. A short time each month to tick-back payments in the bank. Then an hour or so in the month's when you chase (some ask things to be checked, etc)
Process Payments	Make payments for services provided - mainly gardening, insurance and ad hoc road works	Not long. 10mins or so a month
Stat Accts	produce and file the accounts at Companies House	maybe an hour to prepare (bank rec, roll fwd the excel file, etc) , and then 30mins to file
Bank Account	periodic requests from Nat West - very ad hoc but they seem to go through spells of updating 'know your customer'	Reacting to requests - very ad hoc
Attend ARAL Meetings including the AGM	Actively participate in the meeting, present the update from your area and take action points	2.5 hours every 3 months plus 3 hours every year for AGM