



Treasurer, Design History Society

The Treasurer is a fundamental role within the Society, whose key responsibilities are: to manage the budget and cash flow of the organisation within the guidelines of the regulator for charities in England and Wales: the Charity Commission (CC) and for the benefit of the Society's core charitable activities as established in its constitution.

Key Responsibilities

- Working closely with the Chair and DHS Executive Committee
- Management of the Society's banking accounts; with the assistance of the DHS administrator, and providing DHS Executive Committee regular reports
- Supervising cash flow of Society's income, including prompt payment of DHS awards and invoices
- Submitting online the Society's Trustees' Annual Report and Annual Return (annual accounts)
- Offering financial support and guidance to the convener of the Society's annual conference
- Reviewing of the Society's Reserve Policy
- Preparing annual accounts for independent examination by the Society's accountant, with the assistance of the DHS administrator
- Submitting an annual report at the Society's AGM each September (including the accounts which must be made available if requested)
- Abiding by the Charity Commission's code of conduct, in all his/her work for the society (see: http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_governance/Good_governance/good_gov_code.aspx)

The Society is a registered charity and this is an unpaid voluntary role. The DHS will pay all expenses accrued in relation to duties performed on behalf of the Society.

How to Apply:

Please complete the application form and e-mail to Elli Michaela Young: designhistorysociety@gmail.com. The deadline for submissions is **10 March 2017**.