

# **Vacancy for Treasurer**

## **Horsham Trafalgar Neighbourhood Council**

### **(Voluntary position)**

Horsham Trafalgar Neighbourhood Council (HTNC) is politically non-aligned and operates within a well-defined constitution for the benefit of Trafalgar residents; an area that falls within the boundaries of the A24, Farthings Hill, Guildford Road, Warnham Road, North Parade and sections of Bishopric, Albion Way and Springfield Road.

We have a Chairman and six other Councillors, all of whom must reside within the boundaries of the neighbourhood, as well as a clerk. Meetings are held once a month and elections are held every four years.

Sadly, our current Treasurer will be leaving us in January and we are seeking a replacement to manage the financial aspects of the Council's work. This includes:

- managing the online banking system in order to pay council bills as they arise
- uploading bank statements and payroll reports to our system
- being the point of contact for external parties regarding financial matters
- being the point of contact to our payroll provider and paying the clerk's wages and tax via online banking monthly
- data entry for annual accounts using the existing accounts template on excel
- managing any other adhoc banking issues as they arise including documentation.

These responsibilities will take approximately 2-hours a month, but as our Treasurer also fills the role of a Councillor, there is the possibility of taking on other community activities according to your interests.

If you are interested in the above position or would like further information, please email Rhoda Hatton, HTNC Clerk - [clerk@horshamtrafalgarnc.com](mailto:clerk@horshamtrafalgarnc.com) by 31st January 2022.