

Alstonefield Village Hall Committee – role descriptions

Bookings & accounts officer

This role description should be read in conjunction with, and is supplementary to, the Committee member role description, which applies to all members/trustees

Scope/limits of role

Bookings: The process for hiring the premises is automated with the 'Hallmaster' system, so the role is mostly about responding to any emails, confirming bookings requests, issuing the invoice and dealing with any practical matters such as handing over keys.

Accounts: The Committee as a whole (not the role-holder) has responsibility for managing the Village Hall finances and ensuring it has enough money to continue operating. This part of the role is therefore mostly limited to paying invoices, recording transactions on a standardised spreadsheet and providing summaries for committee meetings.

The role-holder will be responsible for:

- **Responding to emails**
 - ~ Monitoring and responding to messages received to the village hall email account
- **Handling bookings**
 - ~ Confirming booking to hirers (as administrator using the Hallmaster system) including issue of any additional documentation needed, e.g. for supply of alcohol or use of bouncy castles
 - ~ Adding booking to spreadsheet to update Calendar (this automates the heating system)
 - ~ Dealing with any queries before the hire, such as availability of any equipment needed
 - ~ Meeting hirers before or after the hire if needed (for example to secure keys)
 - ~ Checking the premises are left tidy, ready for next user
- **Paying invoices and banking**
 - ~ Paying invoices and other expenses, such as reimbursement of expenses, using the online banking system (or by cheque, but this now rare). There are generally only around 10 transactions per month.
 - ~ Keeping track of money received into the bank account and occasionally paying-in cash.
 - ~ Monitoring current and deposit account balances and dealing with adjustments as determined by the committee at meetings
- **Reporting**
 - ~ Providing summaries of recent transactions (and overall balances) at committee meetings, which typically take place 3-4 times per year.
 - ~ Ensuring all transactions are recorded (and reconciled) by the financial year end on 31 March.
 - ~ Liaising with independent examiner to get sign-off and pass to Committee Chair (for annual return to the Charity Commission)

The role-holder will also be expected to contribute to committee meetings in matters such as: budgeting, hiring charges, fund-raising ideas, reserves policy, etc.