

## Treasurer of NSUKI

Tenure 3 years

### **Responsibilities:**

- Managing day to day society accounts
- Liaising between AAGBI (Association of Anaesthetists of Great Britain and Ireland) and INS (International Neuromodulation Society) about annual subscription and paying INS share of the subscriptions
- Fund raising and administering NSUKI Bursaries to facilitate attendance at the NSUKI annual scientific meeting, European INS meeting and INS World Congresses
- Timely preparation and filing of VAT Returns in conjunction with the accountants
- Preparing annual accounts and filing tax returns in conjunction with accountants in a timely manner
- Annual Companies House filings
- Maintaining indemnity cover
- Maintaining registration with Information Commissioner's office
- Preparing and Presenting Treasurer's report for NSUKI Board meetings and AGM
- Any other volunteering you wish to do for the betterment of the society and specialty!