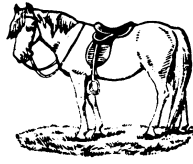


New Forest Pony Breeding and Cattle Society

A Company limited by guarantee registered in England & Wales with No:3421046. Registered Charity No:1064746



Society Honorary Treasurer

Dear Members,

May 2026

The Council of the New Forest Pony Breeding & Cattle Society is seeking to appoint an Honorary Treasurer to support the ongoing work of the Society including its remit as keepers of the New Forest Pony Studbook and as a Passport Issuing Organisation.

The current Honorary Treasurer, Mrs Kathy Clarke, will be stepping down at the AGM in April 2027. To support a smooth transition, there will be an opportunity to work alongside Kathy over the course of the year and gain familiarity with the seasonal nature of the role.

This is a varied and rewarding voluntary role, ideally suited to someone with an interest in the New Forest pony and the work of the Society, along with previous bookkeeping or financial management experience.

Key Responsibilities:

- Banking cash and cheques and allocating online payments with a preference for weekly visits to the Society's office in Bransgore (during normal office hours) to liaise with staff and manage any financial queries arising
- Processing payments to staff and suppliers
- Reconciling and allocating financial records across all income streams (including office receipts, PayPal, and card payments for membership, registrations, passports and other Society activities) and management of Society bank accounts and liaison with the Society bankers.

Additional responsibilities include:

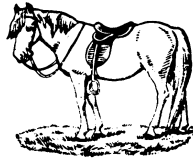
- Liaising with Council members and attending monthly Council meetings
- Supporting the administration of financial incentives and premiums (e.g. Forest Fed, Stallion premiums and Futurity schemes)
- Recording financial online entries for the Annual Breed Show and Point-to-Point events
- Working with the Society's accountants to prepare the annual statutory accounts and financial statements; and incorporation of these into the Annual Report and presentation to the annual AGM
- Ensure compliance with HMRC, Companies House and Charity Commission reporting requirements (including maintaining formal role as 'company Secretary').
- Coordinating periodic reviews of the Society insurance policies and investments (via insurance agents, investment brokers and the Resources subcommittee)

NFPB&CS Deepslade House, Ringwood Road, Bransgore, Hants BH23 8AA

Tel & Fax: 01425 672775 email: info@newforestpony.com

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Time Commitment and Location:

The role is estimated to require approximately 6–8 hours per week, but this can vary depending upon Society activities.

The Honorary Treasurer role can be undertaken remotely but will work closely with the office team, other officers, and attend the Society's office in Bransgore on a regular basis (ideally at least once per week).

Ideal Skills and Experience

The role would suit someone who has:

- Good communication and organisational skills
- Competence in standard IT applications (including email, word processing, and spreadsheets)
- Previous experience in bookkeeping, accountancy, or financial management (the Society currently uses QuickBooks for accountancy administration but can consider using other platforms based upon previous experience or preference)
- A willingness to work collaboratively with staff, Council members, members of the Society and external advisers

An interest in the New Forest and its ponies would be beneficial but is not essential.

Further Involvement

There may be opportunities to become more involved in the wider work and governance of the Society; however, this is entirely optional.

Remuneration

This is an unpaid voluntary position.

A small annual honorarium and/or reimbursement of expenses may be available at the discretion of the Society Council.

Contact:

If you (or you know anyone) that may be interested in supporting the Society in this important capacity, we would be delighted to hear from you.

Please contact Kathy on 07817 602777 for an informal discussion in the first instance.