



**Role Title:** Treasurer

**Direct Report:** Works closely with the Chair, Chief Executive and the board of trustees.

**Background:** Finance, Strategy and Governance, Fundraising, Legal, Risk.

### 1.0 Role Summary

- Monitor the financial standing of the charity and report to the Board with the CEO regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Act as an authoriser on the bank account and on applications to funders.
- Liaise with independent examiners on financial accounting and prepare year end statements.
- Ensure that the organisation's finances are responsibly managed for the betterment of the organisation's work and for the beneficiaries it serves.

## 2. Main Responsibilities of the Treasurer

### In relation to Finance

#### Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee budgeting processes in participation with the CEO and present to the Board.

#### Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

#### Reserves Policy

- Ensure adherence to the reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

### In relation to Governance



- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Chair finance committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

### **3.0 Person Specification**

#### **Essential**

- Knowledge of charity SORP and impending changes, or willingness to learn.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills

#### **Desirable**

- Qualified or part-qualified accountant.
- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- A team-oriented approach to problem solving and to management.

### **4.0 Time Commitment**

- The Board meets at least 6 times a year and the Treasurer is expected to be available to contact on at least a weekly basis.
- You will chair the Finance and HR sub-committee which will meet 6 times in a year.
- Attendance at award meetings or fundraising meetings is optional.
- The Treasurer should expect to spend 12-15 hours per month, including meetings, on charity business.