



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.