

TREASURER ROLE DESCRIPTION



The overall role of a **Treasurer** is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. In addition to the general responsibilities listed in the General Trustee Role Description, duties of the Treasurer include the following:

Key Responsibilities for the Treasurer

- Overseeing and approving the work of the Finance Team, providing advice, guidance and support
- Liaising closely with the CEO and Finance Manager on all financial matters
- Overseeing Financial Reporting, including budgets, management accounts, balance sheets, cash flows and audited accounts all to timetable
- Overview of Credit control, cash management, BACS payments systems, liaison with banks, sales invoice processing, purchase ledger etc
- Ensuring that appropriate accounting procedures and robust controls are in place
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has appropriate reserves and investment policies
- Presenting financial reports to the Board and AGM, drawing attention to important points in a coherent and easily understandable way
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the accounts are prepared and audited appropriately and recommendations are implemented
- Ensuring that the accounts are disclosed in the form required by funders and the relevant statutory bodies such as the Charity Commission and the Registrar of Companies
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation

Person specification for the Treasurer (in addition to the general Trustee attributes)

- Financial qualifications and experience
- Some experience of charity finance including VAT, fundraising and pension schemes
- Knowledge of ERP and Accounting Systems, specific knowledge of Sage, data security, back up and disaster recovery systems
- Experience of Human Resources, employment law, job evaluation and appraisals, commercial & contract law in liaison with solicitors
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- Availability to attend face to face or virtual quarterly Board and Management meetings, in the chair when required.
- Be willing and able to offer time and expertise voluntarily