



Treasurer Role Description

The overall role of a Treasurer is to:

- Maintain an overview of the organisation's financial affairs;
- Promote the financial viability and long term sustainability of the organisation; and
- Ensure that appropriate financial procedures are followed and accounting records maintained.

The Treasurer role incorporates the general responsibilities of a Trustee and includes additional responsibilities specific to the role of Treasurer.

Treasurer Person Specification

1. Accountancy qualifications and experience (experience of charity finance and / or fundraising an advantage).
2. Strategic financial vision.
3. Sound, independent judgement.
4. Ability to think creatively.
5. Ability to work effectively as a member of a team.
6. Ability to scrutinise proposals and forecast their financial consequences.
7. Readiness to communicate difficult messages to the Board.
8. Readiness to be available to staff for advice and enquiries on an ad hoc basis.
9. Commitment to the organisation and willingness to devote the necessary time and effort.
10. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

General Trustee Responsibilities

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that the organisation pursues its objects as defined in its governing document.
3. To ensure the organisation applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
4. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

9. If the charity employs staff, to appoint the chief executive officer and monitor his/her performance.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Additional Responsibilities of the Treasurer

1. Chair the Finance Sub-Committee, which currently meets monthly. The committee advises Board on financial matters and oversees financial systems and procedures.
2. Through the Finance Sub-Committee and by working closely with the organisation's Senior Management Team:
 - Reviewing budgets, management accounts and annual accounts produced by the Finance Team and making recommendations to Board;
 - Working with the Senior Management team to ensure that the financial resources of the organisation are sufficient to meet its present and future needs;
 - Ensuring that the charity has an appropriate reserves policy and that any use of reserves recommended to board are in line with that policy;
 - Preparation and presentation of financial reports to the board as appropriate;
 - Ensuring that appropriate accounting procedures and controls are in place;
 - Advising on the financial implications of the organisation's strategic plans;
 - Ensuring that the charity has an appropriate investment policy;
 - Ensuring the organisation's compliance with legislation;
 - Ensuring equipment and assets are adequately maintained and insured;
 - Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and the registrar of companies;
 - Meeting with the auditors to discuss the year end audit and any recommendations arising from the audit;
 - Keeping the board informed about its financial duties and responsibilities;
 - Contributing to the fundraising strategy of the organisation.
3. Make a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.
4. Participating in other sub-groups and short life task finish groups as appropriate to provide financial input and insight.
5. Sitting on appraisal, recruitment and disciplinary panels as required.