

Trustee Role Description: Treasurer

In addition to the general responsibilities of a trustee, additional duties of the Treasurer are:

- Advising the board on issues of financial viability
- Ensuring that proper financial records and procedures are maintained and all statutory procedures adhered to.
- Overseeing, approving and presenting budgets, accounts and financial statements.
- Being assured that the financial resources of the organisation meet its present and future needs.
- Ensuring that charity has an appropriate reserves policy.
- The preparation of financial reports to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with staff and volunteers about financial matters.
- Advising on the financial implications of the organisation's policies, strategic plans and goals.
- Ensuring that the charity has an appropriate investment policy.
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity.
- Monitoring the organisation's compliance with financial legislation.
- Ensuring that equipment and assets are adequately maintained and insured.
- Ensuring that the annual accounts are prepared and reported as required by funders and the relevant statutory bodies - Companies House, HMRC and the Charity Commission. Ensuring that the annual accounts are subject to appropriate scrutiny (independent examination or audit) and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts at the Annual General Meeting
- Sitting on appraisal, recruitment and disciplinary panels as required.

Person Specification

- Financial experience.
- Some experience of Salary and PAYE
- Some experience of charity finance, fundraising and pension schemes.
- Experience of committee work
- Good communication and inter-personal skills
- The skills to analyse proposals and examine their financial consequences.
- A willingness to be available to staff for advice and enquiries on financial matters