

Treasurer Role Description & Specification

**Summary of Age UK Camden**

Age UK Camden is an independent charity that helps older people to stay active, stay connected and get the most out of life. We've been working in the local community to support older people for 50 years and have 60 dedicated staff and over 200 volunteers helping us to deliver high quality, innovative services and activities for older people in Camden.

**Responsibilities**

Age UK Camden Board of Trustees is responsible for the management of the affairs of Age UK Camden between annual general meetings. It conducts its business through properly regulated meetings and follows agreed processes and procedures. It demonstrates its accountability through the publication of appropriate reports to the members and funders, and where appropriate, regulatory bodies, in addition to reporting at the annual general meeting.

**Main duties of a trustee are as follows.**

* Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
* Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
* Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* Ensuring that the organisation defines its goals and evaluates performance against agreed targets
* Safeguarding the good name and values of the organisation
* Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensuring the financial stability of the organisation
* Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds
* Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

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 advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

**Main duties of the Treasurer**

# 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. This includes being accountable to the Chair, Vice Chair and Trustees and being open to investigation, discussion and resolution.

# In addition to the general responsibilities of a trustee (as above), duties of the treasurer include the following.

* Chair the Finance and Remuneration Board Committee
* 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 the charity has an appropriate reserves policy
* Preparing and presenting financial reports to the board
* Ensuring that appropriate accounting procedures and controls are in place
* Liaising with any paid staff and volunteers about financial matters
* Advising on the financial implications of the organisation’s strategic plans
* 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 investment activity and ensuring it is consistent with the organisation’s policies and legal responsibilities
* Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
* If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (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 and drawing attention to important points in a coherent and easily understandable way
* Sitting on appraisal, recruitment and disciplinary panels as required

**Responsibilities to the Chair**

* To assist the Chair in providing leadership and direction to the board of Trustees and enables the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation, understanding the current pace of change in the charity sector and operating governance structures that enable agile approaches and timely decision making.
* Ensures that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
* Works in partnership with the Chair/CEO/Senior Management Team to support the staff, helping them achieve the aims of the organisation and to optimise the relationship between the board of Trustees and the staff.
* Assisting the Chair to facilitate the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.
* Engage the board of trustees in activities and promotion of the organisation.

## Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

* Fully qualified chartered accountant / financial qualifications and experience
* Some experience of charity finance, fundraising and pension schemes
* The skills to analyse proposals and examine their financial consequences
* Being prepared to challenge and make unpopular recommendations to the board
* A willingness to be available to staff for advice and enquiries on an ad hoc basis
* Good communication and people management skills

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**Time Commitment**

Treasurer commits to regular attendance at Board meetings which are held 6 times a year, as well as pre board meetings. Treasurer is expected to attend at least 4 of the 6 meetings each year and those who fail to attend three consecutive meetings without approval of the Board will be deemed to have vacated their position. The Treasurer will also be expected to attend and Chair the meetings of the Board Finance and remuneration committee (initially 6 times a year possibly reducing to 4

Trustees are also required to:

* Participate in appointment panels, committees and/or occasional working groups dealing with specific aspects of the charity’s management and development;
* Attend and participate in opportunities for training.

**Expenses**

All Trustees are entitled to claim reasonable travel and subsistence expenses in carrying out their duties as outlined in the Volunteer Expenses Policy. This includes travel to and from meetings and food/refreshments at evening or weekend events. Any Trustee or connected person cannot be employed or receive payment from the charity or any other financial benefit other than reasonable agreed honorariums payments in line with the memorandum and articles of association.

This Document is to be read in conjunction with the Memorandum and Articles of Association.