

Treasurer Role Outline

Purpose:

- To advise and inform the Trustees with regard to their responsibilities for the finances of the charity.
- To have a leading role in monitoring the financial performance of the charity.
- To work with the Chief Executive to provide the most efficient and effective management of the charity's financial resources.

Main Tasks:

- To ensure, in close co-operation with the Chief Executive, that an appropriate financial policy framework is in place to guide the charity's financial decision-making.
- To develop a close understanding of the key assumptions included in the Chief Executive's business plan and annual budget proposals. Provide advice to the Finance Committee and to Trustees generally on these matters.
- To advise Trustees on major financial issues which arise and which are outside the agreed boundaries of management authority, etc. a proposed major new fundraising initiative or contract for service provision.
- To meet the external auditor, independently from the Chief Executive, once a year.
- To chair and provide financial acumen and expertise to the Finance Committee.
- To represent the Trustees on the subsidiary trading company board, where appropriate.
- To provide support and advice to the Chief Executive, and through him/her to finance staff.
- To present the audited accounts at the Annual General meeting.

This role outline is reviewed every two years.

Additional Information

Disclosure & Barring Service (DBS)

Trustees are also required to complete an enhanced DBS check. You will be sent an online application request and asked to bring your identity documents to your induction so that your application can be verified.

References

As part of the recruitment process, Age UK Devon will request references from the referees named within your application form.

Out of pocket expenses

Trustees will be reimbursed for reasonable and receipted out of pocket expenses (mileage, parking, public transport etc.) on a monthly basis, payable by BACS.

Time Commitment

- Full trustees' meetings take place in April, July, October and January of each year. They usually take between 2-3 hours.
- Committee meetings for elected trustees take place once a quarter, usually one month prior to the full board meeting. They usually take between 2-3 hours.
- Preparation in advance of meetings.
- Annual General Meeting.
- Strategic planning meetings (ad hoc).

Reference material

Trustees are encouraged to look at support material on the internet. Some suggestions are:

- <http://www.smallcharities.org.uk/>
- <http://www.associationofchairs.org.uk/>
- <https://www.gov.uk/government/organisations/charity-commission/services-information>
- <http://trusteelearning.org>