

HONORARY TREASURER OF THE BOARD OF DIRECTORS/TRUSTEES ROLE DESCRIPTION

Term of office: 3 years

Maximum allowed to serve: 6 consecutive years

Overall purpose:

- Oversee all financial aspects of the charity, on behalf of the board of trustees, to evaluate our financial position and associated risks.
- Assist the chair, other honorary officers and the chief executive in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.

Main Responsibilities & Tasks associated with the role

In partnership with the CEO & Finance and Resource manager;

- Ensure that the charity operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the board
- To work with the Finance & Resources Manager to update and to test internally our financial management procedures to support strong governance and financial controls.
- Identify and bring to the attention of the board, any financial risks facing the charity
- Ensure that the charity's financial resources are sufficient to meet our current and future needs, advise the board on the reserves policy, and to ensure that this policy is reviewed and monitored regularly
- Scrutinise the proposed annual budget, cash flow forecasts and financial reports and advise and guide the board accordingly
- Review longer term forecasts of capital resources and of income and expenditure, and to review and monitor financial trends within the charity and the sector within which the charity operates
- Contribute to the annual audit process, including meeting with external auditors.
- Chair or be a member of appropriate board committees and internal working groups.

To assist the chair, other trustees and the chief executive:

- By ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity

- By ensuring that AUKG has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board
- By keeping the board informed of its financial duties and responsibilities
- By advising the board on the financial implications and operational risks arising from board decisions, especially the board's strategic and policy decisions
- By advising the board on the financial strategy proposed by the chief executive and to review and monitor the financial strategy on behalf of the board
- Working with the chair to advise the chief executive on the level, quantity and frequency of financial information and reporting required by the board to allow the board to fulfil its legal and statutory responsibilities
- Working with the CEO & Finance and Resourcing manager to ensure financial information is both accurate and presented in such a way that facilitates good financial governance
- By ensuring that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's reputation are properly valued, utilised and safeguarded.

Person Specification

- Knowledge of accounting practices for corporate governance
- Knowledge of financial regulations governing charities and companies
- Able to commit sufficient time
- Ability to think strategically & forward plan
- Commitment to striving for better for older people across Gloucestershire
- Ability to digest, present & critically evaluate a range of information, including written reports, statistics and verbal communications.
- Willingness to challenge and engage
- Understands and is committed to diversity issues