

Honorary Treasurer role description

Role summary

In addition to the responsibilities of a trustee, the Honorary Treasurer has a number of tasks specific to their role.

The role of the Honorary Treasurer is to provide advice, assistance and information to the Board of Trustees on their financial stewardship responsibilities and to act as the leading interface between the Board of Trustees and the senior management team on financial matters.

To maintain the ability to deliver their responsibilities objectively trustees, including Honorary Officers, shall not simultaneously serve as a volunteer for any of the Charity's services.

Main responsibilities of the Honorary Treasurer

1. To ensure, in close co-operation with the Chief Executive and the Head of Finance, that an appropriate financial policy framework is in place to guide the charity's financial decision-making.
2. To develop a close understanding of the key statements included in the organisation's strategic plan and annual budget proposals and to provide advice to the Finance and General Purposes sub-committee.
3. To advise the Board of Trustees on major financial issues which arise and that are outside the agreed boundaries of management authority, e.g. a proposed major new fundraising initiative or contract for service provision.
4. To meet the external auditor, with the Head of Finance, once a year.
5. To chair and provide financial acumen and expertise to the Finance and General Purposes sub-committee.
6. To represent the trustees on any subsidiary trading company board.
7. To provide support and advice to the Chief Executive, Head of Finance and through them, to finance staff.
8. To present the audited accounts at the Annual General Meeting.

Person specification for the Honorary Treasurer

Requirement	Essential or Desirable
1. Qualifications	
Financial qualifications such as chartered accountant.	D
2. Experience	
Financial management at a senior level.	E
Charity finance, fundraising and pension schemes.	D
3. Qualities	
Ability to analyse proposals and examine their financial consequences.	E
Preparedness to make unpopular recommendations to the Board.	E
Willingness to be available to staff and trustees for advice and queries on an ad hoc basis.	E
Be eligible to serve as a charity trustee.	E

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