

**Role Description for Honorary Treasurer**

**Role Summary:**

To monitor the financial administration of Age UK Norfolk, reporting to the Board of Trustees at regular intervals on the Charity’s financial health, in line with best practice, and in compliance with the governing documents and legal requirements, liaising where applicable with the Chief Executive.

*To maintain Trustees’ 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 an appropriate financial policy framework is in place to support the Charity’s financial decision-making;
2. To oversee and present budgets, management account information and annual financial statements to the Board of Trustees;
3. To lead the Board’s duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
4. To oversee the implementation and monitoring of financial controls and adherence to systems;
5. To lead the development and implementation of financial reserves, cost‐management and investment policies;
6. To monitor and advise on the financial viability of Age UK Norfolk;
7. To oversee the Charity’s financial risk‐management process;
8. To chair the Finance Sub-committee in line with Standing Orders and Terms of Reference;
9. To provide Board level liaison with the external auditors on specific issues such as the Auditors’ Management Letter and the related Board representations;
10. To provide support and advice to the Chief Executive, and Finance staff;
11. To present the audited accounts at the Annual Retirement Meeting.

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**Person Specification for the Honorary Treasurer**

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| **Requirement** | **Essential or**  **Desirable** |
| **1. Qualifications** |  |
| Relevant Financial qualifications (i.e. ACA chartered accountant). | D |
| **2. Experience** |  |
| Substantial experience of financial management at a senior level | E |
| Reporting in an organization of comparable size (i.e. a small to medium sized business ); | E |
| Knowledge and experience of the Companies Acts and associated legislation the Charities Acts and Charity regulation and finance including Charities SORP. | D |
| Knowledge of Charity fundraising and pension schemes. | D |
| **3. Qualities** |  |
| Skills to analyse and analytically review financial and non-financial data and proposals and examine their financial consequences; | E |
| Ability to present complex financial information to non- financially trained audiences | 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 |
| Ability to support Trustees and staff; and a willingness to be available for advice and enquiries on an ad hoc basis | E |
| Be eligible to serve as a charity Trustee. | E |