

## Role Description

Last reviewed:	June 2023
Next reviewed:	June 2024

### Treasurer Trustee

***The Treasurer has specific responsibilities that are required in addition to undertaking those duties as set out in the Role Description of a Trustee.***

***The Treasurer should liaise with The Chief Executive, Finance staff and other members of staff (as appropriate) to achieve the following outcomes:***

1. To oversee the maintenance of proper accounts and books of record for the charity and any subsidiary trading company.
2. To ensure that proper budgets, accounts and financial statements for the charity and any trading subsidiary are presented in a timely fashion to the Board of Directors/Trustees of the charity and approved as appropriate.
3. To monitor and advise on the financial viability of the charity in the present and for the foreseeable future.
4. To ensure that the charity has an appropriate reserves policy.
5. To ensure that appropriate accounting procedures and controls are in place, that their effectiveness is monitored, and that the procedures and control mechanisms are reviewed from time to time as appropriate by the Board.
6. To be a mandatory member and Chair of the Finance Sub-Committee.
7. To advise the Board and work with the Chief Executive on the financial implications of the organisation's plans and strategies.
8. To ensure that the charity has an appropriate approach to investments.
9. To ensure that equipment and assets of the charity and any subsidiary company are adequately maintained and insured.

10. To ensure that financial information required by funders is provided in an accurate and timely manner.
11. To ensure that the financial accounts for the organisation and any subsidiary are prepared accurately and to the satisfaction of the independent examiners, and that they are signed off in a timely way by the Board.
12. To ensure that any recommendations of the independent examiners are acted upon as appropriate.
13. To keep the Board informed about its financial duties and responsibilities.
14. To respond to individual Trustees' queries, concerns and requests for advice.
15. To report on the annual accounts at the Annual General Meeting, and to draw attention to important points in a coherent and understandable manner.
16. To keep under review the financial risks which the organisation runs, and to propose to the Board ways in which those risks can be minimised.