

ROLE DESCRIPTION FOR HONORARY TREASURER

Role Purpose

- To maintain an overview of the organisation's financial affairs, ensuring stability with accurate and timely reporting and advise Trustees as appropriate.
- To provide good governance and leadership to ensure effective decision making and accountability.

Main Responsibilities of Treasurer

- To guide and advise fellow Trustees on the Board on the approval of budgets, accounts and financial statements and to assure the Charity Board of the organisation's financial integrity.
- To advise on the financial implications of the organisation's strategic plans and key assumptions in the operational plan and budget.
- To provide assurance that the financial resources of the organisation meet its present and future needs and to have an appropriate reserves policy.
- To ensure there is an appropriate investment policy and that there is no conflict between the organisation's aims and values and the investments held.
- To monitor the effectiveness of the system of internal financial controls.
- To work in close co-operation with the Head of Finance and Support Services and finance staff to provide advice and support when necessary.
- To examine management accounts and budgets and provide reports to the Charity Board on a regular basis.
- To meet the external auditors at the beginning and end of the audit and to discuss their annual management letter with the Charity Board.
- To assist in the recruitment of finance staff and the selection of external auditors, bankers etc.
- To ensure statutory accounts are properly filed with the appropriate authorities and annual returns are submitted promptly.

Main Responsibilities – General

- To attend Board meetings and other meetings as necessary.
- To ensure that the organisation complies with its governing document, charity law, company law and relevant legislation.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure that the organisation applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Board of Trustees role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

- To safeguard the reputation and values of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the Charity and to ensure the proper investment of the Charity's funds.
- To be willing to sit on Board Committees as requested.

Person Specification

- Accountancy qualifications and experience.
- Experience of charity finance desirable.
- The skills to analyse proposals and examine their financial consequences.
- A preparedness to make unpopular recommendations to the Board.
- A willingness to devote the necessary time and effort.
- Ability to think strategically.
- An ability to make decisions as part of a team but be willing to challenge.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- A willingness to support the staff team as appropriate.

November 2022