

Board of Trustees

Role Description - The Treasurer

The Treasurer, takes the lead in overseeing the financial affairs of the organisation, ensuring its financial viability, and seeing that proper financial records and procedures are maintained. The Treasurer will assist other trustees to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the board receives reports containing the information trustees need in an 'easy to understand' format, and helping trustees guide any other professional advisers they have appointed.

Job description for a Treasurer

The overall role of a Treasurer is to maintain an overview of an organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

The tasks of a Treasurer will include:

- Preparing and presenting financial reports to the board on a monthly basis, including projected cash-flow
- Keeping the board aware of its financial responsibilities
- Ensuring that the organisation's accounts are prepared in a suitable format
- Ensuring that the accounts and financial systems are audited as required by law
- Liaising with the auditors/independent examiners.

The responsibilities of the Treasurer will include:

- Preparing and presenting budgets, accounts and financial statements in collaboration with staff
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the organisation has an appropriate reserves policy
- The preparation and presentation of financial reports to the board, ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plan
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

Person specification for a Treasurer

In addition to the qualities needed by all trustees, the Treasurer should also possess the following:

- Financial experience and business planning skills some experience of organisation finance and fundraising

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- The skills to analyse proposals and examine their financial consequences
- A preparedness to make unpopular recommendations to the board
- A willingness to be available to give financial advice and answer enquiries from any staff or volunteers on an ad hoc basis.