

# Treasurer Role Description

---

**Role Title:** Treasurer Trustee

**Direct Report:** Works closely with the Chair, Scheme Manager and the board of trustees.

**Background:** Finance, Strategy and Governance, Fundraising

## 1.0 Role Summary

- Monitor the financial standing of the charity and reports to the Board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Acts as a counter signatory on bank payments and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaising with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.

## 2.0 Main Responsibilities of the Treasurer

### In relation to Finance

#### Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.

#### Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with Finance Director and trustees to prepare and produce management accounts regularly.

#### Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

#### Reserves Policy

- Develop reserves policy and safeguard the organisation's finances.

## Treasurer Role Description

---

- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

# Treasurer Role Description

---

## In relation to Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Chair finance committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

## 3.0 Person Specification

### Essential

- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills

### Desirable

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

## 4.0 Time Commitment

- The Board meets at least 4 times a year and the Treasurer is expected to be available 4 times in a year
- You will be a member of a sub-committee which will meet 4 times in a year
- Attendance at award meetings or fundraising meetings is optional

## 5.0 Location

- Board meetings are held at the Charity's offices at Kingstanding Leisure Centre.