

## Treasurer Role Description

### Purpose

The main purpose of the role is to maintain an overview of the organisation's affairs, ensuring its financial viability, compliance with our charitable objects, company and charity law, and the maintenance of proper financial records and procedures.

Whilst the Treasurer provides leadership and scrutiny in relation to the charity's finances, responsibility for the financial stewardship, governance and compliance of the charity rests collectively with the Board of Trustees.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Overseeing, approving, and presenting budgets, accounts, and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserve policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with staff about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies / SORP
- Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Ensuring financial risks are identified, monitored, and mitigate
- Contributing to the income generation 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
- Sitting on appraisal, recruitment and disciplinary panels as required

## Person specification

In addition to the person specification for a trustee, the treasurer should possess the following qualities:

- Financial qualifications and/or experience
- Some experience of charity finance, fundraising, and governance
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to finance staff for advice and enquiries on an ad hoc basis

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