



Bristol & South Gloucestershire

TREASURER ROLE

Summary

The overall role of the Treasurer is to:

- Maintain an overview of HSBSG's financial affairs
- Ensure its financial viability
- Ensure that proper financial records and procedures are maintained
- Ensure that staff are paid.

General responsibilities

- To ensure that HSBSG, with regard to matters of a financial nature, complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that HSBSG applies its resources exclusively in pursuance of its objects.
- To ensure the effective and efficient financial administration of HSBSG.
- To ensure the financial stability of HSBSG.
- To protect and manage the assets of HSBSG and to ensure the proper investment of its funds.
- To ensure HSBSG complies with the Quality Assurance standards and criteria relating to financial management.

Additional duties

- Ensuring that HSBSG has appropriate financial policies, procedures and controls and that it complies with those policies, procedures and controls.
- Oversee the preparation of financial reports and present them to the Board.
- Liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of HSBSG's strategic plans.
- Ensuring equipment & assets are adequately maintained and insured.
- Oversee the preparation of the annual accounts in the format required by members, funders and the relevant statutory bodies.
- Submitting the accounts for independent examination and ensuring any recommendations are implemented.
- Keeping the Board informed about its financial duties and responsibilities.
- Providing financial input into funding bids and subsequent monitoring reports.
- Presenting the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.
- Ensuring that the Board reviews its Risk Register at three-monthly intervals or more often.

Time commitment

Approximately 2days per month in addition to 6-8 hrs/month general trustee work.