



MUSIC RELIEF
FOUNDATION

WORKING AND SUPPORTING YOUNG PEOPLE AND THE GRASSROOTS COMMUNITY

Registered Charity number: 1185747

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MRF Honorary Treasurer's role

An honorary treasurer's role is to provide financial advice and support to a charity's board of trustees, and to act as a liaison between the board and senior management. As a small charity, you will also be required to take on some of the financial day-to-day activities such as book keeping, budgeting and preparation of reports.

Responsibilities include:

- **Financial reporting:** Presenting financial reports to the board, including budgets, annual financial statements, and internal management accounts
- **Financial planning:** Advising on the financial implications of the charity's strategic plan, and ensuring the budget is in line with the plan's objectives
- **Financial controls:** Overseeing the implementation and monitoring of financial controls and systems
- **Financial risk management:** Overseeing the charity's financial risk management process
- **Accounting:** Ensuring proper accounting records are kept, and that the charity's annual accounts comply with the Charities SORP
- **Financial administration:** Monitoring the charity's financial administration and reporting to the board on its financial health
- **Liaison:** Liaising with external auditors, and with relevant staff
- **Committee chair:** Chairing the finance committee and reporting back to the board