

JOB DESCRIPTION: TREASURER

Salary: Voluntary role

Responsible to: Chair of Trustees

Responsible for: Maintaining robust financial procedures, processes, and practices to ensure financial viability.

Based: Hybrid – some F2F meetings at our Poole Centre; other meetings online

Purpose of role: Collaborating with fellow Trustees, you will assure compliance with legislative requirements, providing financial expertise to the Board and Senior Leadership Team and ensuring STARS delivers its strategic aims and is compliant with its financial duties and responsibilities.

Key responsibilities

Ensure the Board receives appropriate budgetary and financial information on the charity's activities. To assist the CEO and Finance Team with budget planning, reporting and cashflow forecasting.

Attend regular Trustee meetings and chair the Finance and Risk Committee.

To be a bank signatory for STARS Dorset and authorise online payments (*but not on a daily basis*).

Collaborate with and work alongside the CEO, the charity's auditor, and the finance team to ensure the effective management of STARS Dorset's finances to ensure sustainability in service delivery and ensuring robust financial controls are in place.

Safeguard the charity's good name and values, actively contributing to strategic direction and policy setting.

Actively engage in Board discussions, providing expertise to ensure STARS Dorset has the resources and financial visibility to deliver its strategy.

Review management reporting for regulatory compliance and regular reports required for funders or commissioners, including reporting processes for Key Performance Indicators (KPIs) and the relevant quality standards for the services accreditations held by STARS Dorset.

Ensure compliance and reporting to Charity Commission is up to date.

Key skills and experience:

Experience in the charity sector and a proven track record of financial expertise (*required*).

Experience as a Treasurer and working on a Board of Trustees (*preferred*).

The ability to explain financial matters to people who don't have specialist financial knowledge.

All Trustees and Employees are expected to model, in all areas, the STARS Dorset's values of:

Excellence – Determination – Innovative – Supportive - Integrity