

## **Treasurer role description**

The overall role of the treasurer is to maintain an overview of Home-Start Southern Oxfordshire's financial affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. The treasurer is supported by other trustees in the Finance Group.

In addition to the general responsibilities and duties of a trustee (see Trustee Role Description), duties of the treasurer include:

- Keeping the board informed about its financial duties and responsibilities
- Ensuring, with the other trustees, that the financial resources of the organisation meet its present and future needs
- Ensuring that appropriate accounting procedures and controls are in place
- Ensuring that the charity has appropriate reserves and investment policies
- Ensuring there is no conflict between any investment held and the charity's ethos
- Preparing and presenting budgets, accounts and financial statements
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission and Companies House
- Ensuring that the accounts are scrutinised in the manner required, and any recommendations are implemented
- Supporting the Administrator with carrying out delegated financial work (actual tasks to be undertaken to be agreed with the Manager)
- Contributing to the charity's fundraising strategy
- Advising on salary levels and increases
- Advising on the financial implications of proposed new projects
- Supporting the Development Manager with grant applications and reports
- Making a formal presentation of accounts at the Annual General Meeting.

### **Person specification:**

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

- Have financial qualifications or good working experience of finance
- Have some experience/understanding of charity finance, fundraising and pension schemes
- Be able to present financial information simply and clearly
- Have the skills to analyse proposals and examine their financial consequences
- Be willing to be available to staff for advice and enquiries on an ad hoc basis (sometimes during office hours)
- Be prepared, if necessary, to make challenging recommendations to the board.

### **Other information:**

We use Sage software (our Administrator has undertaken training to use this), and payroll administration is contracted out to a professional accountancy firm.

We employ seven part-time staff (4.9 full-time equivalents). Our Annual Report and accounts can be seen on our website: [www.homestart-southernoxfordshire.org.uk](http://www.homestart-southernoxfordshire.org.uk)

As part of our Agreement with Home-Start UK, we have access to free legal and other advice from DAS. They can advise on legal, tax and HR/employment related issues. The Honorary Treasurers Forum may also be useful.