

## **TREASURER**

### **Overview**

**The role of Treasurer at Citizens Advice East Hampshire is to ensure that all the finances and supporting financial control systems are kept up to date and in order. The Treasurer is not a bookkeeper and does not hold financial records or maintain control of expenditure. The Treasurer delegates day to day financial management to the Chief Executive Officer supported by the Finance and Resources Manager or other staff/Citizens Advice finance team. The Treasurer is also a trustee and has legal responsibilities as such held jointly with other trustees.**

### **Main duties and responsibilities**

- Guiding the trustee board on the approval of accounts, budgets and financial statements, within a relevant financial framework.
- Keeping the board informed about its financial responsibilities
- Advising on the financial implications of the business and strategic plan and key assumptions in the operational plan and annual budget
- Ensuring that all Board members have an understanding of the accounts presented at meetings and the implications they reveal
- Understanding the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound
- Ensuring that a realistic budget is produced which meets all the organisational needs and that there is an appropriate reserves policy
- Monitoring the organisations income and expenditure position, and presenting reports to the board at least quarterly, in a format accessible to the board members
- Ensuring that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard the bureau's resources
- Quarterly meetings finance staff and others to prepare management accounts
- Ensuring that money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts

demonstrating this are submitted to funders

- Helping to prepare accounts at year-end in compliance with the SORP Accounting for Charities and making arrangements for them to be audited or independently examined, as required by the Charity Commission
- Ensuring that annual accounts are submitted to the Charity Commission and/or Registrar of Companies, within the deadlines set
- Presenting the accounts at the AGM and drawing attention to important points in a coherent and understandable way
- Liaising with the CEO and others about financial matters
- Playing a key role in planning a clear fundraising strategy to raise money for future activities and developments
- Chairing any finance committee, and reporting back to the full board.

### **Personal skills and qualities**

- Financial qualifications and/or confidence and experience
- Some experience or knowledge of charity finance, fundraising and pension schemes would be ideal
- The skills to analyse proposals and their financial implications
- An interest in advice and information as a support to the community
- Time available to fully undertake different elements of the role, including some daytime meetings
- A willingness to be available to staff for ad hoc queries as necessary

### **Time commitment**

- The Board meets every quarter in the early evening for 2 hours ( at least twice per year online)
- The role holder will also need to allocate time for quarterly meeting with finance staff for a half day or less
- Annually: focused work at year end and preparing for the annual accounts
- Able to answer irregular ad hoc queries as appropriate

