

TRUSTEE ROLE DESCRIPTION – TREASURER

Role of the Treasurer to the Board

To maintain effective governance of the organisation's affairs, ensuring its financial viability and ensuring that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

Key Responsibilities

1. Strategic

- To assist and advise in the formation of the Charity's strategy with particular regard to ensuring that the Charity has the resources to deliver the strategy.

2. Financial

- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation;
- To oversee the appointment of auditors and review on a regular basis.
- To work in close partnership with the Director of Finance in executing their responsibilities and achieving their goals.

3. Assets and Investments

- To ensure that the Charity has an appropriate investment policy
- To ensure that the Charity monitors the performance of its investments and to set an appropriate reserves policy
- To ensure that all equipment and assets are adequately accounted for.

4. Governance

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
- To ensure that the appointment of external financial advisors are reviewed on a regular basis
- To ensure that the Board's scheme of delegation is reviewed on a regular basis
- To act as Chair of the Finance sub-committee of the Board.

- To assist the Deputy Chair in the annual appraisal of the Chair, having consulted with other Trustees and Executives of the Charity.

Person specification

- Qualified finance professional (accountant, investment manager or banker, preferably UK qualified)
- Evidencable experience of operating at board level in an organisation of similar complexity
- Experience of developing the finance function as a strategic enabling resource is desirable.
- Evidencable experience of overseeing the management of investments and/or assets via third parties is highly desirable.
- Demonstrable experience and understanding of external audit processes is essential.
- Demonstrable understanding of Charity SORP requirements is desirable.
- Demonstrable understanding of “Accounting for Public Money in the UK” is desirable.