Steamship Shieldhall – Volunteer Role Profile

Role Title **Honorary Treasurer**

Appointed by

Board of Trustees of the Steamship Shieldhall Charity (CIO) after being duly elected or otherwise nominated as a Trustee in accordance with the provisions of the Constitution.

Role Summary

Treasurer's primary role is bookkeeper and finance manager, ensuring the charity's funds are used sensibly and are protected from undue risk**.**

Reports to

The CIO Board.

Key Responsibilities/Deliverables

Complies with the Trustee role profile requirements and complies with their key responsibilities.

The Treasurer will:

- Oversee the financial affairs of the CIO, its subsidiaries and lottery income.
- Ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Liaise with relevant trustees and volunteers to ensure the financial viability of the organisation.
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Board meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at a board meeting early in the financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place i.e. Cheque signatories, purchasing limits, purchasing systems.

Financial Dimensions

Provide assurance there is sound financial management of CIO, Solent Steam packet Ltd, Shieldhall Trading and lottery income.

- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

- Arrange payments to creditors as appropriate with appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.
- Focal point for all HMRC and VAT returns

Personal Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly
- Display a willingness to engage at a time of change.