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 **Role Tie:** Treasurer

**Direct Report:** Works closely with the Chair, Chief Executive and the board of trustees.

**Background:** Finance, Strategy and Governance, Fundraising, Legal, Risk.

* 1. **Role Summary**
* Monitor the financial standing of the charity and report to the Board with the CEO regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation’s financial resources.
* Oversee the charity’s financial risk-management process and report financial health to the board of trustees at regular intervals.
* Act as an authoriser on the bank account and on applications to funders.
* Liaise with independent examiners on financial accounting and prepare year end statements.

**Ensure that the organisation’s finances are responsibly managed for the betterment of the organisation’s work and for the beneficiaries it serves.**

1. **Main Responsibilities of the Treasurer**

Budgeting and strategic financial planning

* + Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
	+ Oversee budgeting processes in participation with the CEO and present to the Board.

Statutory Financial Reporting

* + Board level liaison with external auditors on specific issues in the auditing process and related board representations.
	+ Guide and advise fellow trustees to formally approve the annual report and audited accounts.
	+ Explain technicalities of accounts in plain language which is fully understood by the trustees.

Reserves Policy

* + Ensure adherence to the reserves policy and safeguard the organisation’s finances.
	+ Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

**In relation to Governance**

Lead the Board’s duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.

* + Chair finance committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
	+ Advising on the financial implications of the charity’s strategic plans and overseeing the charity’s financial risk-management process.
	+ Lead in the development and implementation of financial reserves, cost management and investment policies.
	1. **Person Specification**

**Essential**

* + - Knowledge of charity SORP and impending changes, or willingness to learn.
		- Competent use of IT skills.
		- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
		- Analytical and evaluation skills, demonstrating good judgement.
		- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
		- Good communication and leadership skills

**Desirable**

* + - Qualified or part-qualified accountant.
		- Demonstrated knowledge and experience of charity fundraising and finance practices.
		- Dedicated to the organisation’s cause and objectives and willing to act as the charity’s ambassador to external bodies, charities and companies.
		- A team-oriented approach to problem solving and to management.
	1. **Time Commitment**
		+ The Board meets at least 6 times a year and the Treasurer is expected to be available to contact on at least a weekly basis.
		+ You will chair the Finance and HR sub-committee which will meet 6 times in a year.
		+ Attendance at award meetings or fundraising meetings is optional.
		+ The Treasurer should expect to spend 12-15 hours per month, including meetings, on charity business.