# ROLE DESCRIPTION

# TREASURER

## Main Purpose

The overall role of a Treasurer is to maintain an overview of the organisation’s affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

## Key Responsibilities

* Overseeing, approving and presenting budgets, accounts and financial statements
* Being assured that the financial resources of the organisation meet its present and future needs
* Ensuring that the charity has an appropriate reserves policy
* Preparing and presenting financial reports to the board
* Ensuring that appropriate accounting procedures and controls are in place
* Liaising with any paid staff and volunteers about financial matters
* Advising on the financial implications of the organisation’s strategic plans
* Ensuring that the charity has an appropriate investment policy
* Ensuring that there is no conflict between any investment held and the aims and objects of the charity
* Monitoring the organisation’s investment activity and ensuring it is consistent with the organisation’s policies and legal responsibilities
* Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
* If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
* Keeping the board informed about its financial duties and responsibilities
* Contributing to the fundraising strategy of the organisation
* Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
* Sitting on appraisal, recruitment and disciplinary panels as required

## Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

* Financial qualifications and experience
* Some experience of charity finance, fundraising and pension schemes
* The skills to analyse proposals and examine their financial consequences
* A willingness to be available to staff for advice and enquiries on an ad hoc basis