

## SUPPLEMENTARY INFORMATION: TREASURER

### Objective

To oversee the charity's financial strategy, planning, systems, controls and procedures, to ensure that it is financially sustainable to achieve its mission, vision and objectives.

To provide regular updates to the Board, about the financial health of the organisation, as well as highlighting any financial considerations that need to be considered during decision-making, ensuring the Board is aware of its financial responsibilities.

### Principal responsibilities

- Oversee and monitor the financial affairs of and provide financial direction for the charity on behalf of the Board to ensure compliance with legal, constitutional and financial requirements and best practice.
- Liaise with the Strategic Development Manager and professional financial advisers, acting as an official signatory, to ensure that appropriate accounting procedures and controls are in place.
- Approve and present budgets, accounts, financial statements and risk reports to the Board, contributing and advising on the financial implications of strategic plans, to facilitate sound decision-making.
- Lead the development, implementation and maintenance of appropriate financial reserves and investment policies to ensure that financial resources meet present and future needs.
- Take an active role in and advise on the funding approaches being developed to maximise chances of success in meeting objectives.
- Chair meetings of Board sub-groups, committees or project groups (including audit/finance committee), ensuring that recommendations and decisions are made in the best interests of the charity.
- Meet with external stakeholders and attend relevant events, acting as the financial spokesperson in order to represent and promote the charity.
- Develop sound working relationships with the Strategic Development Manager, relevant staff, Trustees, auditors, accountants and advisors to ensure the charity's finances are compliant with the current SORP.
- On behalf of the Board, monitor and review the maintenance and insurance of equipment and assets, in conjunction with the Strategic Development Manager, to ensure health and safety standards are met.

### Additional information

The Treasurer (and other office-bearers) is elected by the Trustees from within the Trustee body. The Treasurer may be asked to undertake specific assignments, such as assisting with people management issues.

The above list is supplementary to the role outline for a Trustee. It is intended to be indicative only and the Treasurer will be expected to perform all such additional duties as are reasonably commensurate with the role.

### Person Specification

In addition to the qualities required of a Trustee of the charity, the Treasurer must also meet the following requirements: -

### Experience & Knowledge

- Experience of developing and implementing finance strategy preferably within the 'not for profit' sector, ideally a qualified accountant. However, consideration will be given to those with appropriate financial experience.
- Operating at Board, director or a strategic level within an organisation, including risk management and risk mitigation.
- Familiarity and knowledge of charity governance and working with or as part of a Board of Trustees.
- Experience of external representation, delivering presentations and leading discussions/effective meetings

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### Values and Attributes

- Responsive
- Inclusive and collaborative
- Building strategic working relationships
- Creative thinker
- Commerciality