

# Treasurer's Role Description

The overall role of a Treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and ensuring that meticulous and proper financial records and procedures are maintained. The role can also be undertaken by a Finance Sub-Committee. The role and person specification are summarised below.

## The expectations of the Treasurer position are:

### General financial oversight

- Ensure that a record is kept of all financial transactions and of related documentation, such as invoices and receipts.
- Oversee and present budgets, accounts and financial statements.
- Liaise with designated staff about financial matters.
- Ensure that appropriate accounting procedures and controls are in place and are being used.
- Ensure that board members are aware of any limits to their financial authority and that any authorised payments do not exceed those limits.
- Ensure compliance with relevant legislation e.g. Companies and Charity legislation.
- Ensure any recommendations of the auditors are implemented.
- Ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- Ensure that signatories to the trust account have the authority to sign and that their authorities are lodged with the bank.
- Ensure that all relevant financial information is kept in order and is made available to the board members and beneficiaries when required.

### Financial planning and reporting

- Present financial reports to the governance board or finance committee at every board meeting.
- Ensure that the financial information is available for the annual financial report.
- Make a presentation of the accounts at the annual general meeting (AGM).
- Advise on the organisation's Financial Risk policy and investment policy (where applicable).
- Advise on the financial implications of the organisation's strategic and operational plans.
- Advise on the fundraising strategy of the organisation.
- Ensure that there is no conflict between any investment held and the aims and objects of the organisation.

### Other

- Chair meetings of the Finance Sub-Committee.

## Qualities and Skills Preferred

- Experience of financial control and budgeting.
- Experience of fundraising.
- Good communication and interpersonal skills.
- A willingness to be contacted where required.
- Ability to ensure decisions are taken and followed-up.

## Time Commitment

The role of Treasurer requires an estimated commitment of ***[put amount here in hours per month]***.

## Remuneration

To note here whether remuneration will be paid for this position.