

Role Description: Treasurer



Role Summary:

- maintain an overview of the scheme's affairs
- ensure that the Trustees, collectively, are aware of any issues or concerns in connection with the organisation's financial performance or viability
- ensure that proper financial records and procedures are maintained.

Specific Responsibilities

- To act as a Trustee of the organisation
- To ensure that, in relation to financial matters, the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure the organisation applies its resources exclusively in pursuance of its objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to the scheme, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure effective, efficient and appropriate financial administration of the organisation
- To ensure that the Trustees, collectively, are aware of any concerns in connection with the financial stability of the scheme.
- To protect and manage the assets of the scheme and to ensure the proper investment of organisation funds.
- Overseeing, approving and presenting budgets, accounts and financial statements.
- The preparation and presentation of 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 scheme's strategic plans.
- Ensuring that there is no conflict between any investment held and the aims and objects of the organisation.
- Ensuring equipment & assets are adequately maintained and insured.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- Where 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 scheme.
- Making a formal presentation of the accounts at the AGM, drawing attention to important points in a coherent and easily understandable way.