

## Role description: treasurer

### Key responsibilities:

- oversee all financial aspects of the charity, on behalf of the board of trustees, to ensure its short and long-term viability
- assist the chair, other honorary officers and the chief executive in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.

### Duties and tasks to fulfil the key responsibilities

#### In partnership with the chief executive (finance director and members of the finance committee):

- ensure that the charity operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the board
- ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- identify and bring to the attention of the board, any financial risks facing the charity
- ensure that the charity's financial resources are sufficient to meet the charity's current and future needs, and to advise the board on the board's reserves policy, and to ensure that this policy is reviewed and monitored regularly
- scrutinise the proposed annual budget, and advise and guide the board accordingly
- scrutinise management accounts, performance against budget, trading performance etc, and to advise the board accordingly
- scrutinise and evaluate regularly the charity's cash flow position, and to inform the board of any concerns
- ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given
- ensure that all income due to the charity is received and that all tax benefits are obtained and all rating relief due is claimed
- review longer term forecasts of capital resources and of income and expenditure, and to review and monitor financial trends within the charity and the sector within which the charity operates
- meet the external auditor and the internal auditor once a year
- formally present the accounts to the annual general meeting drawing to members' attention all relevant matters, and to respond to questions from the floor
- chair or be a member of appropriate board committees such as the finance, audit, investment and remuneration committees.

#### To assist the chair, other honorary officers and the chief executive:

- ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity
- ensuring that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and ensure that monies are

invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board

- ensuring that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit
- keeping the board informed of its financial duties and responsibilities
- advising the board on the financial implications and operational risks arising from board decisions, especially the board's strategic and policy decisions
- advising the board on the financial strategy proposed by the chief executive and to review and monitor the financial strategy on behalf of the board
- advising, in consultation with the chair, the chief executive on the level, quantity and frequency of financial information and reporting required by the board to allow the board to fulfil its legal and statutory responsibilities
- working with the chief executive and accountant to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance
- ensuring that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation etc. are properly valued, utilised and safeguarded.