

Boxing Futures - Treasurer role description May 2024

In addition to the general responsibilities of a trustee, the treasurer's specific duties will cover the oversight of the charity's financial affairs. They will work in close co-operation with, and provide support and advice to, the Finance Manager. The treasurer will;

- Guide and advise the Board of Trustees in the approval of budgets, accounts, and financial statements, within a relevant policy framework.
- Ensure that financial records and procedures are properly maintained.
- Keep the Board informed about its financial duties and responsibilities.
- Confirm that the charity's financial resources meet its present and future needs to ensure Boxing Futures' ongoing financial viability. This includes being assured that there are appropriate reserves and investment policies.
- Prepare and present financial reports to the Board after consultation with the Finance Working Group. Advise on the financial implications of BF's strategic plans and key assumptions included in the management's operational plan and annual budget, particularly those which are outside of the agreed boundaries of managerial authority.
- Formally present the accounts at the charity's AGM, drawing attention to important points, either orally or in a written report.
- Monitor the organisation's investment activity and ensure its investment policy is consistent with the organisation's policies, aims, objectives and legal responsibilities. Ensure all investments align with BF's purpose and values.
- Ensure that appropriate accounting procedures and key internal controls are in place to assure the Board that the charity's financial integrity is sound.
- Ensure accounts are prepared and disclosed in the format required by both funders, the Charity Commission, and the Registrar of Companies.
- Ensure that the accounts are properly audited, and any recommendations made by the auditors are implemented. Meet the external auditor (and where relevant the internal auditor), independently from the Finance Manager, at least once annually.
- Contribute to the fundraising and other strategies as applicable.

For further information or arrange an informal chat please contact our Chair, Ali Reid ali.reid@boxing-futures.org.uk or our CEO anthony.york@boxing-futures.org.uk

To apply please send a CV and brief covering letter by **31st July** to Anoushka Austin, a.austin@boxing-futures.org.uk or apply direct through charityjob.co.uk