

Job Description Treasurer One in Four

Job title	Treasurer
Direct report	Works closely with the Chair and the Board of Trustees.
Background	Finance, Strategy and Governance, Fundraising, Legal, Risk.

Role summary

Monitor the financial standing of the charity and report to the Board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.

Oversee the charity's financial risk-management process and report financial health to the Board of Trustees at regular intervals.

Act as a counter signatory for on-line payments and applications to funders, and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.

Liaise with external auditors on financial issues and ensure that the organisation's finances are responsibly managed and invested for the betterment of the organisation's work and for the beneficiaries it serves.

Main responsibilities of the treasurer

In relation to finance

Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per Charities Statement of Recommended Practice (SORP) guidelines.

Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with Trustees to prepare and produce management accounts regularly.

Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

Reserves Policy

- Develop reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

In relation to Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Advise on the financial implications of the charity's strategic plans and oversee the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves and investment policies.

Qualities of a Treasurer

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills

Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

Time commitment and location

- The Board meets at least 6 times a year and the Treasurer is expected to be available for all meetings
- Attendance at award meetings or fundraising meetings is optional.
- Board meetings are held at the organisation's premises in Bellingham or via Zoom