

# Trustee Job Description – Treasurer

## Staffordshire Network for Mental Health

### DUTIES & RESPONSIBILITIES

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensuring financial viability and ensuring that proper financial records and procedures are maintained. In addition to the duties of a trustee, the Treasurer will be responsible for:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs.
- Maintaining accurate financial records and following SNMH financial procedures
- Ensuring compliance with current legislation and compliance requirements
- Regularly reporting financial statements, performance and cashflows
- Managing bank accounts, paying invoices and volunteer expenses
- Working with fundraisers to ensure that SNMH has sufficient funds to meet expenditure, retaining winding up reserves in line with Charity Commission guidelines
- Updating and advising the Board on income received, expenditure and available funds
- Preparing and maintaining budgets
- Managing and monitoring all donations made to the charity
- Liaising with key stakeholders and third parties: NLCF, HMRC, Companies House, NEST Pensions etc
- Playing a key role in SNMH governance

### PERSON SPECIFICATION

- Experience or knowledge of accounting/book keeping and/or good numeracy skills
- Ability to collect and present information clearly and logically
- Attention to detail
- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Good, independent judgement
- An ability to think creatively and strategically
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
- Willingness to work as part of a team
- Confident in the use of IT systems - particularly Quickbooks
- Good written and verbal communication skills
- Ability to work on your own initiative
- Knowledge or experience of business administration and committee procedures