



Recognition - Research - Rehabilitation

Treasurer Role Description

Long Covid SOS (LCSOS) is a charity set up for the advancement of health and relief of need among people with Long Covid.

'Long Covid' means post-acute Covid-19 syndrome, where symptoms and/or long-term complications occur beyond four weeks from initial infection or symptom onset to include any post viral illness with a suspected or evidenced link to Covid-19.

LCSOS aims to raise awareness of Long Covid, its treatment, recovery and rehabilitation among health policymakers, healthcare providers and the general public.

To do this we advocate for and make it known to healthcare providers, health policymakers and other relevant policy makers the views and lived experience of members of the general public suffering from or affected by Long Covid. We also support research into the causes, prevention, diagnosis and treatment of Long Covid, and publish results of such research.

Main duties and responsibilities of the Treasurer:

- Advising the Board about its financial duties and responsibilities
- Advising the Board on the approval of budgets, accounts and financial statements
- Advising on the financial implications of LCSOS strategic plans and key assumptions in the annual budget
- Ensuring that all Board members have a clear understanding of the accounts presented at meetings and their implications
- Understanding the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound
- Ensuring that a realistic budget is produced which meets the needs of LCSOS and that there is an appropriate reserves policy
- Approving and, where appropriate, advising the Board on unbudgeted expenditure proposals in accordance with LCSOS financial procedures
- Ensuring that full financial records are kept for all transactions
- Ensuring that proper financial procedures and controls are in place to safeguard LCSOS

Long Covid SOS

www.longcovidsos.org info@longcovidsos.org

Charity registered in England and Wales no 1199120

Registered address 11A Westland Road Faringdon Oxfordshire SN7 7EX

- Ensuring that money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts demonstrating this are submitted to funders
- Ensuring that accounts are prepared at year-end in compliance with the Charities SORP (FRS102) and making arrangements for them to be audited or independently examined, as required by the Charity Commission
- Ensuring that annual accounts are submitted to the Charity Commission and/or Registrar of Companies, within the deadlines set
- Liaising with the Chair about financial matters
- Advising the Board on identifying and managing key risks effectively, and maintaining LCSOS's risk register
- Leading on selecting and implementing a suitable financial accounting system

Personal skills and qualities:

- Commitment to the aim and goals of LCSOS
- Professional financial or accountancy qualifications or equivalent senior financial or accounting experience
- Experience or knowledge of charity finance
- Experience and knowledge of budgets and budgeting processes
- Ability to analyse proposals and anticipate their financial consequences
- Preparedness to make unpopular recommendations to the Board
- Willingness to be available to provide advice and guidance on financial matters

Other Information:

- The Treasurer is a full member of the Trustee Board
- Formal Trustee Board meetings are held online up to six times per year (or as required); Team meetings are held monthly and Trustees are invited to attend
- The Treasurer role requires approximately 2 - 4 hours work per month
- Trustees are appointed for an initial term of three years and can be reappointed
- This is an unpaid position and out of pocket expenses are reimbursed to Trustees