



WK Foundation

Treasurer JD

This document forms part of the 'Trustee application pack' and provides a more detailed description as to the specific requirements of the role of Treasurer.

Overall

- Oversee the financial affairs of WK Foundation and ensure they are legal, constitutional and within accepted accounting practice- working alongside CEO & Book keeper.
- Ensure proper records are kept and that effective financial procedures are in place.
- Provide CEO support in monitoring and reporting on the financial health of WK Foundation
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Work together with CEO to produce budgets and forecasts in line with strategic planning

Specifically

- Liaise with relevant staff, board members and/or volunteers to ensure the financial viability of WK Foundation
- Support CEO in making board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at board meetings (balance sheet, cash flow, fundraising performance etc) as well as any agreed general meetings.
- Work with CEO to oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Oversee quarterly budgets and make any adjustments necessary as the year unfolds.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Signatories



- Purchasing limits
 - Purchasing systems
 - Any petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
 - Lead on appointing and liaising with auditors/an independent examiner.

WK Foundation employs a part time book-keeper and, together with their line manager, the Treasurer will help support them to ensure they are able to carry out the following book-keeping duties:

- Ensure that posting and bookkeeping is kept up-to-date.
- Regularly carry out reconciliations/ oversee regular reconciliations by the finance volunteer.
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.
- Maintain the petty cash system and regularly process petty cash claims.

Qualities

- Knowledge of bookkeeping & experience of financial management
- Good financial analysis skills.
- Ability to communicate clearly.
- Interest in and care for the mission of WK Foundation.

Desirable

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.