Trustee Treasurer Role Description

Role Title:	Trustee Treasurer
Hours	Voluntary role, requiring approximately 4 hours per week.
Location	Although all this work can be done from home some in person meetings may be required.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Overseeing, approving and presenting budgets, accounts and financial statements.
- Ensuring the financial resources of the organisation meet its present and future needs.
- Ensuring that the charity has an appropriate reserves policy.
- Preparing and presenting financial reports to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with the Charity Manager about financial matters.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies. For example, the Charity Commission and the Registrar of Companies.
- Ensuring that the accounts are scrutinised in the manner required any recommendations are implemented. For example, via an independent examination or audit.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts at the annual general meeting. Drawing attention to important points in a way that's coherent and easily to understand.
- Sitting on appraisal, recruitment and disciplinary panels as required.
- Remain in contact with our independent examiner and accounting services provider.

Person Specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience.
- Some experience of charity finance, and fundraising.
- Ability to analyse proposals and examine their financial consequences.
- Be able to communicate well even in challenging circumstances.
- Knowledge of QuickBooks and Excel.
- A willingness to be available to Charity Manager for advice and enquiries on an ad hoc basis.