

THE TREASURER

The Treasurer takes the lead in overseeing the financial affairs of the organisation, ensuring its financial viability and that proper financial records and procedures are maintained. The Treasurer will assist other Trustees to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the board receives reports containing the information Trustees need in an 'easy to understand' format, and helping Trustees guide any other professional advisers they have appointed.

The tasks of a Treasurer are to include:

- preparing and presenting financial reports to the board on a quarterly basis including projected cash-flow keeping the board aware of its financial responsibilities ensuring that the organisation's accounts are prepared in a suitable format
- ensuring that the accounts and financial systems are audited as required by law and in accordance with SORP regulations
- liaising with the auditors/independent examiners

Job description for a Treasurer

The overall role of a Treasurer is to maintain an overview of a organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

The responsibilities of the Treasurer will include:

- preparing and presenting budgets, accounts and financial statements
- assuring that the financial resources of the organisation meet its present and future needs ensuring that the organisation has an appropriate reserves policy the preparation and presentation of financial reports to the board ensuring that appropriate accounting procedures and controls are in place
- liaising with paid staff and volunteers about financial matters advising on the financial implications of the organisation's strategic plan
- ensuring that the organisation has an appropriate investment policy
- monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- ensuring that there is no conflict between any investments held and the aims and objectives of the organisation
- ensuring that the accounts are audited as required by relevant legislation and SORP regulations
- ensuring that any recommendations of the auditors are implemented
- 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 and drawing attention to important points in a coherent and easily understandable way

Person specification of a Treasurer

In addition to the qualities needed by all Trustees, the Treasurer should also possess the following

- Full Chartered Accountant qualification
- financial experience and business planning skills some experience of organisation finance and fundraising the skills to analyse proposals and examine their financial consequences
- a preparedness to make unpopular recommendations to the board when necessary
- a willingness to be available to give financial advice to the Board and CEO