



## **Role description & person specification**

The overall role of a treasurer is to maintain an overview of the organisations financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role can be undertaken by a Finance Sub Committee. The role and person specification are summarised below.

### **General financial oversight**

- ✓ To oversee and present budgets, accounts and financial statements
- ✓ To liaise with designated staff about financial matters
- ✓ To ensure that appropriate accounting procedures and controls are in place
- ✓ To ensure compliance with relevant legislation
- ✓ To ensure any recommendations of the auditors are implemented
- ✓ To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies

### **Financial planning and reporting**

- ✓ To present financial reports to the committee
- ✓ To make a presentation of the accounts at the Annual General Meeting (AGM)
- ✓ To advise on organisations reserve policy and investment policy
- ✓ To advise on the financial implications of the organisations strategic and operational plans
- ✓ To advise on the fundraising strategy of the organisation
- ✓ To ensure that there is no conflict between any investment held and the aims and objects of the charity

### **Other**

- ✓ To chair meetings of the Finance Sub - Committee
- ✓ To sit on appraisal, recruitment and disciplinary panels as required

### **Qualities and skills preferred**

- ✓ Experience of financial control and budgeting
- ✓ Experience of fundraising and pension schemes
- ✓ Good communication and interpersonal skills
- ✓ A willingness to be contacted on an ad hoc basis
- ✓ Ability to ensure decisions are taken and followed up
- ✓ Good time keeping

**Time commitment required**

The role of the treasurer requires an estimated commitment of: **[e.g. 2 hours per a month.]**