

## **Role profile**

### **Treasurer**

The treasurer is an officer of the trustee board and not a paid worker. The role of the treasurer is to ensure that all the finances and the supporting financial control systems are kept in order. The treasurer is not the bookkeeper.

She or he does not hold or maintain the financial records nor is she or he the sole custodian of the cheque book. The treasurer must delegate day-to-day financial management to the Chief Executive or other staff. There is information on the role of treasurer and support for people in this role on the Honorary Treasurers' Forum website.

The duties and qualities below are in addition to the general trustee role profile.

#### **Main duties and responsibilities**

- Guiding and advising the board in the approval of budgets, accounts and financial statements, within a relevant financial policy framework
- Keeping the board informed about its financial duties and responsibilities
- Advising on the financial implications of the organisation's strategic plans and key assumptions in the operational plan and annual budget
- Ensuring that all board members have a clear understanding of the accounts presented at meetings and the implications that they reveal
- 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 all the organisation's needs and that there is an appropriate reserves policy
- Monitoring the organisation's income and expenditure position, and presenting reports to the board at least quarterly, in a format accessible to the board members
- Ensuring that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard the organisation's resources

- 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 SORP Accounting for Charities 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
- Presenting the accounts at the AGM and drawing attention to important points in a coherent and understandable way
- Liaising with the Chief Executive about financial matters
- Playing a key role in planning a clear fundraising strategy to raise money for future activities and developments
- Membership of the finance subcommittee, and reporting back to the full board

## **Personal skills and qualities**

- financial qualifications or experience
- some experience or knowledge of charity finance, fundraising and pension schemes
- the skills to analyse proposals and examine their financial consequences
- preparedness to make unpopular recommendations to the board
- willingness to be available to staff to provide advice and guidance on financial matters