

## **TREASURER ROLE DESCRIPTOR**

The overall role of a Treasurer is to:

- Maintain an overview of the organisation's financial affairs
- Ensure financial viability/stability through budgets and planning
- Oversee at Board level to ensure proper financial records and procedures are maintained
- Meet with key Finance staff/management and oversee records/input e.g. Xero
- Work well with other Office Bearers, Board members and management

### **General responsibilities**

- Ensure the organisation complies with its Constitution, charity law and any other relevant legislation or regulations
- Ensure the organisation pursues its objects as defined in its Constitution
- Ensure the organisation applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are)
- Work with other Office Bearers to actively contribute in the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the organisation
- Ensure the effective and efficient administration of the organisation by supporting and working with Management and key staff
- Protect and manage the property of the charity and ensure proper investment of charity funds

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience to help trustees reach sound decisions. This may involve:

- Scrutinising board papers and detailing financial impact
- Delivering financial updates, overview and projections at meetings
- Leading discussions to enable decisions
- Focus on key issues and provide guidance on new initiatives
- Giving advice on other issues the trustee has special expertise

## **Additional Treasurer duties**

- Ensuring compliance with legislation, regulations, policies, procedures and processes
- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring the charity has an appropriate reserves and investment policy
- Preparing and presenting financial reports to the board and where directed at AGM
- Ensuring appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring there is no conflict between investments held and charity aims and objectives
- Monitoring the organisation's investment activity and ensuring consistent with organisation's policies and legal responsibilities
- Ensuring equipment and assets are adequately maintained and insured
- Work with Management and Accountant to ensure accounts are prepared and disclosed in the required format for relevant statutory bodies and funders e.g. OSCR
- If external scrutiny of accounts is required, support independent examination or audit processes and recommendations are implemented
- Keep the board informed about its financial duties and responsibilities
- Co-ordinate income generation and fundraising strategy
- Where appropriate work with the Chairperson to support and monitor key management staff with Finance input and support performance
- Sit on appraisal, recruitment and disciplinary panels as required

## **Treasurer person specification**

Nolan's 7 principles of public life:

selflessness, integrity, objectivity, accountability, openness, honesty and leadership

- Commitment to the organisation's aims and objectives
- Willingness to devote adequate time and effort
- Ability to understand financial regulations, legislation and processes which must be adhered to
- Strategic vision and ability to think creatively
- Good, independent judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Financial qualifications and experience preferred
- Experience of charity finance, legislation, fundraising and pension schemes
- Skills to analyse proposals and examine their financial consequences
- Willing to make unpopular recommendations to the board where necessary
- Be available to meet with Office Bearers, Management when planned and provide advice to staff when required on an ad hoc basis