

Treasurer Role Description

Role Title: Honorary Treasurer

Direct Report: Reports to the Chair of the Board. Works closely with the Chair, Chief Executive and the board of trustees.

Background: We are looking for someone who brings a wealth of experience in Finance helping organisations deliver growth with an ability to operate at board level working with a diverse board. Energy, passion and focus are critical. The role holder will need to support and challenge the CEO, the senior management team and work with the trustees to develop and build the charity through its next phase of development.

Role Summary

- Monitor the financial standing of the charity and reports to the Board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Ensures that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaising with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.

Main Responsibilities of the Treasurer

In relation to Finance

Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.

Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with the CEO, Finance manager and trustees to prepare and produce management accounts regularly.

Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.

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- Explain technicalities of accounts in plain language which is fully understood by the trustees.

Reserves Policy

- Develop reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

In relation to Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Chair finance committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

Person Specification

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills

Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

Time Commitment

- You will be required to commit to around one to two days per month, including Trustee Board meetings
- You may also be a sub-committee member and attend specific meetings
- You will be required to represent Fixers at events
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary