**Treasurer - Role Profile**

**Title:** Treasurer

**Reporting to:** Chair

The Treasurer is a member of the Board of Trustees with the additional responsibility of maintaining an overview of Cheshire Community Foundation’s affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

**Key Responsibilities of the Treasurer**

* To ensure compliance with the Foundation’s governing document, charity law, company law and any other relevant legislation or regulations.
* To ensure that the Foundation pursues its objects as defined in its governing document.
* Chairing Finance and Risk meetings and supporting the presentation of financial reports to the Board of Trustees, 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
* To ensure the Foundation applies its resources exclusively in pursuance of its objects (it must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
* To safeguard the good name and values of the Foundation.
* To contribute actively to the board of trustees' role in giving firm strategic direction to the Foundation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To ensure the effective and efficient administration of the Foundation.
* To ensure the financial stability of the Foundation and advise on the financial implications of the Foundation's strategic plans and grant making activity.
* To protect and manage the property of the Foundation charity and to ensure the proper investment of funds.
* Reviewing budgets, management accounts and financial statements.
* Being assured that the financial resources of the Foundation meet its present and future needs.
* Overseeing the work of the Foundation’s Finance Officer and collaborating with wider Foundation team about financial matters to both ensure that appropriate accounting procedures and controls are in place and to provide appropriate support to decision -making.
* Providing oversight to ensure that the Foundation has an appropriate reserves policy.
* Providing oversight to ensure that the Foundation has an appropriate investment policy and that there is no conflict between any investment held and the aims and objects of the charity.
* Oversee the Foundation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities. The Treasurer will also be required to act as a point of contact for CCLA (Investment Managers) and to review quarterly investment reports to monitor performance against performance benchmarks.
* Provide support on the statutory accounts by agreeing and approving these with the Auditors to ensure that they are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the charity commission and/or the registrar of companies.
* Support any required external scrutiny of accounts (independent examination or audit) and ensure any recommendations are implemented.
* Keeping the board informed about its financial duties and responsibilities.
* Contributing to the fundraising strategy of the organisation.
* Sitting on appraisal, recruitment and disciplinary panels as required.

**Formal Duties and Responsibilities of all Trustees**

Our governing documents are the Memorandum and Articles of Association and they set out the formal duties and responsibilities of the Trusteesof Cheshire Community Foundation.

The following are general duties, conferred on the Trustees by the Charity Commission and Companies House:

* To help protect the property and interests of Cheshire Community Foundation
* To give time to the administration of Cheshire Community Foundation and take an active part in running it
* To understand the purpose of Cheshire Community Foundation and the way it works
* To be generally aware of Cheshire Community Foundation’s financial position
* To meet fellow Trustees and to find out about Cheshire Community Foundation
* To help ensure that all necessary statutory documents are returned to Companies House and the Charities Commission on time
* To act reasonably and prudently in all matters
* To avoid letting their personal prejudices affect their conduct as a Trustee

**Additional Duties and Responsibilities of Cheshire Community Foundation Trustees**

The following duties have been adopted to ensure that Trustees can play a full and proper role in managing the organisation:

* To abide by Cheshire Community Foundation’s policies, including those on equal opportunities, health and safety, conduct, data protection, declaring gifts and hospitality, confidentiality etc
* To achieve at least 75% attendance at Full Board meetings
* To work to a personal action plan/pledge contributing to the performance indicators, as set out in the current Business Plan
* To undertake training at least once a year and to participate in an annual development appraisal
* To join one or more of the sub committees according to the individual’s skills and experience
* To attend, as far as possible, Cheshire Community Foundation events or represent the Foundation at other events
* To actively help raise endowment or other funds by making use of personal and professional networks
* To actively promote Cheshire Community Foundation to potential grant beneficiaries
* To make a commitment to proactive grant making
* To actively encourage non-Trustees with the right skills or experience to join the grant panels
* To recognise the role of Cheshire Community Foundation staff and understand the extent of the Trustees’ powers to delegate to them
* As appropriate, to be available to offer advice and support to other Trustees and staff as well as for the purposes of carrying out day-to-day duties
* To respond to all Cheshire Community Foundation correspondence within fourteen days of receiving it, where practical
* To consider making a contribution to the endowment, as a demonstration of their commitment

**Treasurer - Person Specification**

* An accountancy qualification such as ACA or ACCA alongside finance experience at a senior level is required for the Treasurer role.
* Some experience of charity finance, fundraising and pension schemes would be helpful.
* Commitment to the Foundation and a willingness to devote the necessary time and effort. This is likely to require around 2 to 3 days commitment each quarter. The treasurer may need to be available to the Finance Officer and other staff for advice and enquiries on an ad hoc basis
* Strategic vision and good, independent judgement.
* The skills to analyse proposals and examine their financial consequences particularly when scrutinising board papers.
* Leading discussions to help the board of trustees reach sound decisions particularly around financial matters.
* Willingness to speak their mind and a preparedness to make unpopular recommendations to the board.
* Use any specific skills, knowledge or experience to providing guidance on new initiatives
* Ability to think creatively and focus on key issues.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Ability to work effectively as a member of a team.
* A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Understanding of and commitment to Equal Opportunities.

Please note, the following people cannot be a Trustee of Cheshire Community Foundation:

* Anyone under the age of 18
* Anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
* Anyone who is an undischarged bankrupt
* Anyone who has previously been removed from Directorship of a charity by the courts or the Charity Commissioners
* Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
* Someone who is, or becomes, of unsound mind.

Trustees of Cheshire Community Foundation are not required to have a DBS check. In the normal course of carrying out duties on behalf of CCF Trustees will always be accompanied when visiting groups or organisations by a member of staff as part of the organisation’s policies relating to safeguarding.