



## **Role Description & Person Specification for Treasurer (trustee)**

The trustees are a collective body, with everyone equally responsible for all aspects of governance of the organisation. The following are the expectations of all trustees, plus for this role, a strategic focus on the organisations' finances and financial management.

### **Main Tasks**

1. Formulating strategic aims.
2. Ensuring a well-run organisation.
3. Promoting the objectives of the organisation.
4. Assisting the governance of the organisation.
5. Overseeing the financial affairs of the organisation.

### **1 Formulating strategic aims**

- a. To consider the organisation as a whole and how it serves its beneficiaries and the wider public.
- b. To ensure that the board develops a long-term strategy with objectives which can be achieved and monitored.
- c. To engage in regular review of organisational objectives, structure, functions, service delivery, policies and practice, in order to better manage risks and the reputation of the organisation.
- d. To ensure that appropriate goals are set for the use of resources (personnel, financial, material, etc.) that are available.

### **2 Ensuring a well-run organisation**

- a. To contribute specific skills, interests and contacts, particularly those that complement other trustees.
- b. To attend meetings and be an active member of the board in exercising its responsibilities and functions.
- c. To work within the organisation's policies and procedures at all times.
- d. To scrutinise the actions of employees, volunteers and the board, and be prepared to express opinions based on that scrutiny.
- e. To ensure that the board reviews its role and relationship to employees, volunteers and beneficiaries and implements agreed changes on a regular basis.
- f. To ensure that the organisation complies with current employment, health & safety and equalities legislation, and all other appropriate regulations.
- g. To ensure that appropriate arrangements, including policies, procedures and practice are in place to manage and support employees and volunteers; to maintain good relations with employees and volunteers.
- h. To maintain the confidentiality of personnel, policy, financial and contractual issues.
- i. Working with employees, to ensure that all trustees receive appropriate advice, support, training and information relating to their role.
- j. To take part in training sessions provided for the benefit of the board.

### **3 Promoting the objectives of the organisation**

- a. To work to further the organisation's interests, especially when in contact with other organisations.
- b. As appropriate and in consultation with the Chair, to serve as a spokesperson for the organisation.

### **4 As an Officer alongside the Chair, ensuring the board of trustees fulfils its responsibilities for good governance**

- a. To ensure that the organisation pursues its objects as defined in its governing document and that it applies its resources exclusively in pursuance of those objects.
- b. To contribute actively to the board's role in giving firm strategic direction to the organisation, assisting with setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- c. Working with the Chief Executive Officer, to monitor progress in implementing strategic and annual plans.
- d. To ensure that the organisation has a satisfactory system for holding in trust for the beneficiaries of the charity any moneys or property and to ensure that moneys are invested to the greatest benefit of the organisation, within the constraints of the law and ethical investment practices.
- e. To work in consultation with other trustees and the Chief Executive Officer, to recruit new trustees with relevant expertise and experience.

### **5 Specific responsibilities as Treasurer: overseeing the financial affairs**

- a. To ensure that the organisation complies with its governing document and its own financial rules, charity law, company law, and other relevant legislation or regulations.
- b. To ensure that adequate financial procedures and controls are in place and that the organisation operates within a sound financial framework.
- c. To advise the Trustees on the financial implications of their strategy and policy objectives.
- d. To ensure that the organisation has appropriate financial risk management and reserves policies in place.
- e. In association with the Chief Executive Officer and Finance Manager, to ensure all financial dealings are properly accounted for.
- f. To act as second authorisation for online (and other) bank accounts.
- g. To lead the production of an annual budget, propose its adoption to the Board and, assisted by the Chief Executive Officer and Finance Manager, monitor performance against budget.
- h. To liaise with the Chief Executive Officer and Finance Manager to ensure that financial information (e.g. balance sheet, cash flow, bank balances, fundraising performance) is reported to the Trustees in a timely manner and to be satisfied that this is comprehensive and accurate.
- i. In association with the Finance Manager, to ensure all financial dealings are properly accounted for, that grants and other funds received for specific purposes are appropriately

spent and accounted for as Reserved Funds as appropriate.

- j. To discuss the auditor's report and annual accounts with the trustees and report formally on this at the Annual General Meeting.
- k. To manage the process of appointment of auditors to the organisation, in association with other trustees, the Chief Executive Officer and Finance Manager.
- l. To assist other trustees, and the Chair in particular, to identify, recruit, appoint and induct the next Treasurer of the board.

## **Person Specification for Treasurer for Dingley's Promise**

It is recognised that this role, as all trustees, is voluntary and that the organisation's paid employees and volunteers will provide support, assistance and resources as are available to enable the Treasurer to utilise their best endeavours to carry out these duties within those resources.

The following are some of the skills, abilities, experience and knowledge that the organisation would expect from a Treasurer. It is clearly acknowledged that some of these may be stronger than others and that training and support from the organisation's employees, from other trustees and from external organisations will be forthcoming, as necessary, to build on any of them.

- Experience and knowledge of managing finances, bookkeeping or similar
- Experience and knowledge of current practice relevant to voluntary and community groups, charities or SME finance would be useful
- The skills to analyse proposals, examine their financial consequences and make concise recommendations
- A recognised financial and/or accounting qualification would be highly beneficial but is not a prerequisite
- Ability to communicate financial information clearly; able to use IT competently
- Commitment to the organisation; willingness to devote the necessary time and effort
- Strategic vision; good, independent judgement
- Ability to work cooperatively as part of a team
- Willingness to speak their mind and appropriately challenge other trustees and employees; able to make unpopular recommendations to the Board, if necessary
- Willingness to be available to employees with financial responsibilities on a scheduled or ad-hoc basis to provide advice and answer enquiries
- Familiarity with Xero Accounts or a similar popular accounting software packages would be an advantage but not a prerequisite
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Application of the "Nolan Committee's seven principles of public life": selflessness, integrity, objectivity, accountability, openness, honesty and leadership <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

### **Location & time commitment**

The board meets every two months in one of the organisation's centres' locales, usually during the day.

The Treasurer is expected to be able to dedicate up to 12 hours per month to the role, including preparation for and attendance at board meetings; much of those duties can be carried out online and by telephone.

It should be noted that the focus of this trustee role is strategic and the Treasurer will not be managing the organisation's finances on a day-to-day basis; however, regular contact and liaison with the Finance Manager and Chief Executive Officer is expected.