

Treasurer role description

The Treasurer is an officer of the Trustee Board and not a paid member of staff. The purpose of the role is to ensure that the charity's finances and supporting financial control systems are robust and comply with relevant regulations.

The role works closely with the Chair of the Trustee Board, the Chief Executive, the Practice Administrator/Company Secretary and the volunteer Financial Accountant.

Treasurer main duties and responsibilities

Financial accounts

- Every quarter, review entries on Xero made by volunteer Financial Accountant (unless a specific query arises in the meantime)
- Review quarterly management accounts prepared by volunteer Financial Accountant before submitting report to the Trustee Board
- Every quarter, review 'green' sheet prepared by volunteer Financial Accountant before submitting sheet to national Citizens Advice
- Ensure that year-end accounts are prepared to in compliance with SORP (Statement of Recommended Practice) Accounting for Charities and submitted by the deadline to Charity Commission and Companies House, and make arrangements for them to be independently examined as required

Budgets and planning

- Prepare annual budget and obtain Trustee Board sign off each March
- Review and update forecast of annual outturn
- Prepare and submit annually a two-year financial business plan

Financial control and compliance

- Comply with the charity's financial policies and procedures
- Comply with Information Assurance and GDPR policies and requirements
- Liaise with the CEO to prepare costings for any funding bid applications
- Ensure capital expenditure authorisations and limits are followed, and prepare expenditure justifications where appropriate
- Ensure that money received is spend only on the purposes for which it was given and ensure that reports and accounts demonstrating this are submitted to funders
- Submit regular financial reports to national Citizens Advice as required, and meet all financial obligations of the Citizens Advice Membership scheme

Relationship with Trustee Board

- Provide financial advice as required to the Chair and Trustee Board
- Explain, guide and advise the Board on the key assumptions and financial implications of the budget, operational and strategic plans
- Keep the Board informed about its financial duties and responsibilities
- Ensure that all Board members have a clear understanding of the accounts presented at meetings
- Ensure that the organisation has an appropriate reserves policy and a realistic budget that meets the service's needs
- Provide input to the risk register process
- Present accounts at the Annual General Meeting in an accessible way
- Liaise with Fundraising, Business Plan and Personnel Sub-committees
- Provide input for the Financial Management section of the annual Trustee Board Leadership Self-Assessment

Treasury

- Act as key contact on the charity's bank accounts
- Transfer money between savings bank accounts to optimise interest income
- Maximise the interest on savings by comparing available interest rates
- Review investments (in conjunction with other trustees)
- Review and update cheque signatory and electronic payment authorisation
- Authorise salaries and PAYE payments to HMRC

Other (annual)

- Review reserves policy
- Prepare salary review (in conjunction with Personnel Committee)
- Review office insurance policy
- Review Gift Aid claim prepared by volunteer Financial Accountant

Treasurer personal skills and qualities

You'll need to:

- understand and accept the responsibilities and liabilities as trustees
- have recognised professional financial qualifications or experience
- have some knowledge or experience of charity finances, fundraising and pension schemes
- be familiar with Xero accounting systems and spreadsheets (or similar)
- have the skills to analyse proposals and examine their financial consequences
- be able to explain complex financial information in an accessible way
- be able to exercise good independent judgment and if necessary to make difficult recommendations
- work effectively as part of a team
- have the time and flexibility to respond to the demands of the charity
- have the ability to work to timetables and deadlines
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- represent Citizens Advice professionally at all times

Special requirements

As the Treasurer of the Trustee Board has authority to sign cheques and authorise invoices, the role holder is required to apply for a basic disclosure check via www.gov.uk/request-copy-criminal-record