

## Treasurer Role Profile

Trustees are ultimately responsible for the work of The Pituitary Foundation. You should be committed to the vision, mission and values of the organisation. The Treasurer has specific financial oversight duties in addition to general Trustee duties.

### Treasurer specific duties (in addition to Trustee duties noted below)

- Oversee all financial aspects of the charity and provide advice and guidance regarding the health of the charity's financial position and outlook in the short and long term.
- Assist the Chair, other honorary officers and the CEO in ensuring that the Board fulfils its legal duties and responsibilities for proper financial governance and monitoring and management of financial risks.
- Chair the Finance Sub-Committee and oversee its work in accordance with the delegation of authority and terms of reference.
- Scrutinise monthly management accounts, monthly cashflow position etc and scrutinise the proposed annual budget, advising and guiding the CEO and Board accordingly.
- Meet the external independent examiner on an annual basis.
- Ensure the charity has appropriate reserves and investment policies in place that are reviewed regularly.
- Ensure the charity has adequate financial and internal audit controls and these are monitored and reviewed regularly, including procedures for managing restricted funds.
- Working with the CEO and accountant to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance.
- Formally present the accounts to the annual general meeting of members.

## Trustee duties

### 1. Strategy

- To provide strategic leadership for the organisation by taking part in formulating and regularly reviewing its strategic aims, setting overall policy, and evaluating performance.
- Consider the organisation as a whole and its beneficiaries, whether as a member of the Board or any of its sub-committees etc.
- Reflect the organisation's values, vision and principles, strategy and major policies at all times.

## 2. Scrutiny

- To ensure that the activities, policy and practices of the organisation are in keeping with its objects and aims.
- To ensure that the organisation complies with the legal and financial requirements of a charitable organisation and its own governing documents and strives to achieve best practice.
- To appoint the CEO and monitor their performance.
- To ensure the effective and efficient administration of the organisation, and its financial health.
- To participate in risk management oversight.
- To appoint Trustee officers to ensure the smooth and efficient running of the Board, viz; Chair, Vice Chair, Honorary Secretary and Honorary Treasurer.

## 3. Support

- To support the Chief Executive and staff in delivering the vision and mission of the organisation.
- Be an active member of the Board in exercising its responsibilities and functions.
- Be a supportive ambassador of the charity.
- Contribute specific skills, interests, networks and support the organisation in fundraising activities.

## Expectations of Trustees

- To uphold the charity's values at all times.
- Willingness to devote the time and effort needed to fulfil the role.
- To contribute professional skills, technical expertise, knowledge and experience to assist the Board to reach sound decisions to support the aims of The Foundation.
- To prepare for, and attend, all Board meetings. (Board meetings are held up to four times a year during normal office hours. Attendance remotely is possible. Board papers are circulated at least a week prior to meetings).
- To participate in sub-committees and task and finish groups etc.
- To attend the General Meeting of Members.
- To respond in a timely manner to correspondence. Trustees must have access to, and regularly monitor their e-mail accounts, as decisions and feedback are often required to be made electronically.
- Take part in training and development sessions provided for the benefit of the Board members.
- Fulfil such other duties and assignments as may be required from time to time by the Board.

## Person Specification

### Financial

- Qualified accountant.
- Experience of charity finance and knowledge of charity SORP (preferable).
- Proven ability to communicate and explain financial information at Board level and to other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding of financial software e.g. QuickBooks.
- Experience of managing outsourced providers e.g. Auditors etc.
- Experience of digital transformation e.g. introducing data insights and building analytics capability (desirable not essential).

### General

- Understand the experiences of people affected by pituitary conditions.
- Commitment to The Pituitary Foundation's values and to meet behavioural standards described in the charity's competency framework.
- Always personally aim towards maintaining the major principles of public life: selflessness, integrity, objectivity, accountability, honesty, openness and leadership.
- Commitment to equality, diversity and inclusion; contributing to a positive working culture.
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship.
- Willingness and availability to devote the necessary time to your role and the charity.
- Ability to work effectively as a member of a team and to take decisions for the good of The Pituitary Foundation.
- Strategic vision and ability to exercise independent judgement.
- Willingness to speak your mind respectfully, openly and honestly.

## Behavioural competencies

Trustees and staff are expected to meet behavioural standards described in the competency framework. These are organised into the following 6 categories and descriptions are specific to the role level.

1. Communication
2. Teamwork
3. Leadership
4. Delivering quality
5. Customer service
6. Improvement and change

## Other useful information

- Only out-of-pocket expenses will be reimbursed.
- Our values are to be: trustworthy, open, knowledgeable, patient led and caring.