

Role Description - Honorary Treasurer

Summary

The overall role of the Treasurer is to maintain an overview of the Charity's affairs, safeguarding its financial viability and ensuring that proper financial records and procedures are maintained.

At the present time the role is a voluntary and honorary one and is not a formally constituted position. Financial responsibility remains the joint responsibility of the whole board. However, NDS has found it useful in recent years to have a board member with a particular focus on finance who can provide advice and direction to the rest of the board.

The Responsibilities of the Treasurer

As a Directors of the company, the treasurer carries the same responsibilities as a normal board member. (An overview can be found in [The Essential Trustee: what you need to know, what you need to do \(CC6\)](#) and is also included in the application pack for prospective trustees). The treasurer is additional asked to lead on the following responsibilities:

1. Monitoring the financial administration of the Charity and keeping the Board informed about its financial duties and responsibilities.
2. Ensuring the Charity has sound financial policies (including a reserves policy) and robust financial management and reporting systems in place.
3. Overseeing the preparation of, and presenting, financial reports to the Board (and the Finance Sub-Group) for each of their meetings.
4. Overseeing and supporting the preparation and presentation of budgets, accounts and financial statements, as and when needed.
5. Ensuring that the Charity's financial accounts are prepared in a suitable format compliant with legal, accounting, and Charity Commission requirements, and liaising with the auditors/independent examiners as appropriate.
6. Monitoring and advising on the financial viability of the charity.
7. Advising on the financial implications of the Charity's strategic plan and of any projects, activities and fundraising it may undertake.
8. Acting as a authorised signatory on charity cheques, payments and agreements with funders.
9. Liaising with and supporting paid staff and volunteers about financial matters.
10. Assisting with the presentation of the Accounts at the Annual General Meeting and drawing attention to important points in an easily understandable way.

Person Specification for the Treasurer

In addition to the qualities needed by all Trustees, the Treasurer should also have the following:

- Financial Director or Management experience
- Business planning skills
- General understanding of the financial reporting requirements for charitable companies and organisations.
- Knowledge and/or understanding of Charity finance, fundraising, and the costing and marketing of services
- Skills to analyse proposals and options and examine their financial consequences

- Willingness and ability to make unpopular recommendations to the Board, when it is appropriate to do so.

Applying for the role

NDS has a standard application and recruitment process for prospective Directors and Company members which will apply to all individuals interested in the role of Honorary Treasurer.

For more information please contact the Chief Executive Officer: ceo@nottsdeaf.org.uk