

ROLE DESCRIPTION – HONORARY TREASURER

Role Element	Detail
Role Title	Honorary Treasurer
Main Purpose	To monitor the financial matters of the charity and report to the Board of Trustees (Governing Council) at regular intervals about the financial health of the organisation, in line with good practice and in accordance with the governing document and legal requirements. The role is voluntary, unremunerated (excepting approved expenses incurred in carrying out the role) and has no line management responsibilities
Duties	<p>Specific duties of the Hon Treasurer</p> <ul style="list-style-type: none"> • Oversee, review and assist with presenting budgets, internal management accounts and annual financial statements to the Governing Council of Trustees • Take a lead in the Governing Council’s duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements • Assist in the development and implementation of financial reserves, cost-management and investment policies • Liaise, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation • Monitor and advise on the financial viability of the charity • In conjunction with the Audit & Assurance Committee, oversee the implementation of and monitoring specific financial controls and adherence to systems • Advise on the financial implications of the charity’s strategic plan • In conjunction with the Audit & Assurance Committee, oversee the charity’s financial risk management process • Governing Council-level liaison with the external auditors on specific issues, such as the Auditors’ Management Letter and the related Governing Council representations <p>Additional duties acting as a Trustee</p> <ul style="list-style-type: none"> • To ensure that the organisation pursues its Objects as defined in the governing document • To ensure that the organisation complies with its governing document, charity law, company law and other relevant legislation or regulations • To ensure that the organisation applies its resources exclusively in the pursuance of its Objects (i.e. the charity must not spend money on activities which are not included in its own Objects, no matter how worthwhile or charitable those activities are) • To contribute actively to the Trustees’ role of giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets • To safeguard the good name and values of the organisation • To ensure the effective administration of the organisation • To ensure the financial stability of the organisation • To protect and manage the property of the charity, and ensure proper

	<p>investment of the charity's funds</p> <ul style="list-style-type: none"> • To appoint a Chief Executive and monitor his/her performance • To use any specific skills, knowledge or experience to help the Governing Council reach sound decisions • To represent SIA at functions and meetings, acting as a spokesperson where appropriate
Specific Person Specification attributes for the role of Hon Treasurer	<ul style="list-style-type: none"> • Relevant financial experience and qualified Accountant • Experience of charity finance/fundraising • An ability to analyse proposals and examine their financial implications • A willingness to be available to staff and Trustees for advice and queries when needed
General Person Specification Attributes for position of Trustee	<ul style="list-style-type: none"> • A commitment to the organisation • A willingness to devote the necessary time and effort by way of attending Governing Council meetings fully prepared; participating in sub-committee meetings; representing the Charity at external functions/meetings • Strategic vision • Good independent judgement • An ability to think creatively • A willingness to speak their mind • An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship • An ability to work effectively as a member of a team