

Treasurer: Role Specification

Job Title: Treasurer

Relationships: The Treasurer will work closely with the Chief Executive & Chair and, when required, the bookkeeper and accountant

Role Summary

The overall role of a Treasurer is to maintain an overview of an organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained. They will report to the board of trustees at regular intervals about the financial health of the organisation.

In addition to the general responsibilities of a Trustee, the Treasurer has a number of tasks specific to their role.

1. Main Responsibilities of the Treasurer

- Liaise with relevant staff & committee members to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Work with the Chief Executive to regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- With the Chief Executive oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraise the financial viability of plans, proposals and feasibility studies.

2. Qualities of the Treasurer

In addition to the qualities needed by all trustees, the Treasurer should also possess the following:

- financial experience and business planning skills
- some experience of organisation finance and fundraising
- the skills to analyse proposals and examine their financial consequences
- a preparedness to make unpopular recommendations to the board
- a willingness to be available to give financial advice and answer enquiries from any staff or volunteers on an ad hoc basis.

Desirable experience

- prior experience of committee/trustee work
- knowledge of the type of work undertaken by the organisation

3. General Responsibilities of a Trustee

In addition to the responsibilities already outlined, the Treasurer as a trustee has the following general responsibilities:

- ensure the organisation applies its resources exclusively in pursuing its objectives
- contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- safeguard the good name and values of the organisation
- declare any conflict of interest while carrying out the duties of a trustee
- be collectively responsible for the actions of the organisation and other trustees
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of the organisation and the proper investment of the organisation's funds
- attend meetings and read papers in advance of meetings
- attend sub-committee meetings as appropriate
- participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising
- keep informed about the activities of the organisation and wider issues which affect its work

In addition to the duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the organisation's work in which the trustee has special expertise.

4. Time Consideration

- The Board meets at least 4 times a year
- From time to time additional sub-committees may be convened, as required
- It is important that the Treasurer is able to visit the organisation's office(s) and be available to the chief executive on a regular basis.
- In addition to Board Meetings, other contact – usually by email or telephone – will be necessary.