

Role Description: Trustee Treasurer

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1. Role purpose

The purpose of the role is to make sure the Board effectively reviews the charity's financial performance and that the charity has robust and effective financial procedures and controls in place.

2. Principal responsibilities

The treasurer takes on the following duties in addition to their wider responsibilities as a trustee.

Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Chair the finance committee in line with terms of reference and report findings and developments back to the Board of trustees.
- Advise on the financial implications of the charity's strategic plans and oversee the charity's financial risk-management process.
- Lead in the drawing up, reviewing and implementation of policies for financial reserves, cost management and investment to ensure they are appropriate.

Financial management

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Be assured that the financial resources of the charity meet its present and future needs.
- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Ensure that equipment and assets are adequately insured.
- Ensure appropriate banking arrangements for the charity's cash, reserves and investments.
- Ensure professional support is in place for the development of the charity's Finance Manager, as required.



Statutory financial reporting

- Make recommendations to the trustees in relation to the reappointment or removal of the charity’s external auditors.
- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Ensure that the accounts are audited in accordance with the regulations and that any recommendations are acted on.

3. Time commitment

The individual will:

- Have regular meetings with the Senior Leader or SLT member and Finance Manager [8 hours per annum]
- Provide advice and guidance to the Senior Leader and/or the Finance Manager in the development of policies and procedures on an ad-hoc basis [12 hours per annum]
- Meet with the external auditors in the auditing process [4 hours per annum]

Total time commitment: 24 hours per annum.

4. Reporting to

Chair of Board of Trustees

5. Term of Office

The role shall be performed by a serving trustee and be appointed by the trustees for a term of three years. This may be renewable, until they cease to be a trustee.

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