

Treasurer Role

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper financial records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Overarching Board Governance role:

- Determine Mission and Strategy – setting the organisation's direction and determining how it will get there.
- Accountability – being accountable for the actions of the organisation and holding those who carry out the work to account.
- Look after the Board – ensuring Board renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the Board as necessary.
- Safeguard assets – acting as custodian of the assets, tangible (money, property etc) and intangible (organisation's reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisation's survival.
- Act as 'community connector' – linking the organisation to its stakeholders, such as members, the community, funders etc.
- In addition there is always 1 management role for the Board once staff are employed;

The Treasurer will Specifically:

- Liaise with relevant staff, Board members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Board meetings (balance sheet, cash flow, fundraising performance etc).
- 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, i.e.:
 - Purchasing limits

- Financial management and reporting systems
- Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.
- Undertake bookkeeping duties and ensure posting and bookkeeping is kept up to date.
- Regularly carry out reconciliations/oversee regular reconciliations.
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

Qualities

- Knowledge and experience of current fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

Conduct (legal)

- Be active – you cannot be a dormant or ‘sleeping’ management Board member, you are still liable for the decisions the others make in your absence.
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the Board
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in our Articles. Including following the Articles on how meetings are run and how the Board is recruited.
- Act in the interests of our beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Don’t benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.