

RED BRICK BUILDING

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Treasurer Role Description - voluntary

We are seeking a Treasurer on a voluntary basis to join our Board of Directors.

The overall role of a treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and that proper financial records and procedures are maintained. The role and person specification are summarised below.

General financial oversight

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation for Community Benefit Society
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- Oversee the preparation of annual accounts

Financial planning and reporting

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy, investment policy and loans policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of the organisation.

Other

- To chair meetings of the Finance Sub-Committee.
- To sit on appraisal, recruitment and disciplinary panels as required.

Qualities and Skills Preferred

- Qualified accountant or experience of preparing accounts
- Experience of financial control and budgeting.
- Experience of fundraising and pension schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

Time Commitment: The role of the Treasurer requires an estimated commitment of: Up to 2 days a month including attending a 2-hour Board meeting once a month and a Finance Committee meeting once a month.

For further information please contact: Sarah Sander-Jackson by email
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