



Job Description for the Treasurer to the Board of Trustees

Overall Purpose

The treasurer will monitor the financial matters of the charity and report to the board of trustees 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.

Main Responsibilities

- To oversee, and present budgets, accounts and financial statements to the board of trustees in conjunction with the Director and his/her deputy.
- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with good governance, legal and regulatory requirements.
- To be instrumental in the development and implementation of financial, reserves and investment policies.

Main Duties

- Liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation.
- Chairing any finance committee or working party, and reporting back to the board of trustees
- Monitoring and advising on the financial viability of the charity in conjunction with the Director or his/her deputy.
- Implementing and monitoring specific financial controls and systems are in place and adhered to with the appropriate member of staff.
- Advising on the financial implications of the charity's strategic plan.
- Acting as a counter-signatory on charity cheques and any applications for funds as required.