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**TREASURER**

**Role description & person specification**

The overall role of the treasurer is to maintain a strategic 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, as required.
* 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.
* To liaise with and 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.

**Financial planning and reporting.**

* To present financial reports to the Board.
* To make a presentation of the accounts at the annual general meeting (AGM).
* To advise on the organisation’s reserves policy and investment 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 charity.

**Other.**

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

***Qualities and Skills Preferred****.*

* 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 Required.***

Due to the in-house functions which manages the day to day finances of the charity, the role of the Treasurer only requires an estimated commitment of around 2 hours per month. Full Board meetings held every 2 months in an evening.