

Role Description - Treasurer

Context

While financial matters are the responsibility of all trustees, it is often to the treasurer that the other trustees look for advice, guidance and reassurance on all aspects of a charity's financial management and reporting, control systems, solvency and investments.

Overall

- Oversee the financial affairs of TWAM and ensure they are legal, constitutional and within best accounting practice.
- Ensure proper 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.

Specifically

- Liaise with trustees, relevant staff, and volunteers to ensure the financial viability of the organisation.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at board meetings (income and expenditure to date, balance sheet, cash flow, investments, 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 including:
 - Cheque/BACS/bank signatories
 - Purchasing systems and limits
 - Salary payments, pensions, PAYE and NI payments
 - VAT arrangements
 - Banking arrangements
 - Investments
- Appraising the financial viability of proposals and feasibility studies and the financial implications of TWAM's strategic plan.
- Lead on appointing and liaising with auditors/or independent examiners and other professional organisations.

Qualities

- Knowledge and experience of current financial practice relevant to voluntary and community organisations.
- Good financial analysis skills and ability to grasp key financial issues quickly.
- Willingness to challenge financial assumptions made by others.
- Ability to establish good working relationships with trustees, CEO, staff and volunteers.

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