

The Role of the Treasurer

The Treasurer takes the lead in overseeing the financial affairs of the organisation, ensuring its financial viability and that proper financial records and procedures are maintained. The Treasurer assists other trustees to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the Trustees and committee members receive reports containing the information that they require in an 'easy to understand' format and also helping the Trustees guide any other professional advisers that have been appointed.

The responsibilities of the Treasurer include:-

- Ensuring that the financial resources of the organisation meet its present and future needs and obligations.
- Ensuring that the appropriate accounting procedures and controls are put in place.
- Advising on the financial implications of the organisation's long term plan and goals.
- Ensuring that the organisation has and follows appropriate investment policy, where applicable
- Ensuring that there is no conflict between any investment held and the aims and objectives of the organisation (Where Applicable)
- Ensuring that all legal restrictions on investments and fundraising are complied with



- Ensuring that the accounts are audited in the manner required by law (if applicable) and that any recommendations made by the Auditor are implemented
- Ensuring that the accounts are prepared and disclosed in the form required by law and by funders and the relevant statutory bodies, where applicable. (eg the Charity Commission, Registrar of Companies)
- Ensuring that there are procedures in place to reduce the risk of Fraud.

The Duties of the Treasurer include:

- Preparing and presenting budgets, accounts and financial statements
- Advising on the financial implications of the organisation's strategic plan
- Keeping the Committee and Trustees informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a format that is easily understood
- Preparing and presenting financial reports to the trustees, including projected cash flow

Person specification of a Treasurer:

- Integrity



- A commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities of being a Trustee
- A willingness to devote the necessary time to their duties
- Independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An ability to work effectively as a team member
- A willingness to undertake training and development
- Financial experience and business planning skills
- Some experience of organisation finance and fundraising
- The skills to look at proposals and their financial consequences
- Be prepared to make unpopular recommendations to the Committee and Trustees
- Be willing and available to give financial advice and answer any questions from the Committee

