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**Role Title:** Treasurer Trustee

**Direct Report:** Works closely with the board of trustees and book-keeper

**Background:** Finance & good governance

# 1.0 Role Summary

* Working with our book-keeper to monitor the financial standing of the charity and report to the Board and CEO regarding risk, forecasting, income streams, out-going expenses and the financial soundness of the charity
* Ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
* Liaising with external auditors on financial issues and ensuring that the organsiation’s finances are responsibly managed/invested for the betterment of the organisation’s work and for the beneficiaries it serves.

1. **Responsibilities**

* Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
* Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
* Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
* Create greater transparency and accountability to improve resource allocation and charity’s image by adding specific measures as per SORP guidelines.
* Board level liaison with external auditors on specific issues in the auditing process and related board representations.
* Guide and advise fellow trustees to formally approve the annual report and audited accounts.
* Explain technicalities of accounts in plain language which is fully understood by the trustees.
* Lead the Board’s duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements

**3.0 Person Specification**

* Familiarity of working in financial background (i.e. book-keeper)
* Knowledge of charity SORP and impending changes.
* Competent use of IT skills.
* Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
* Analytical and evaluation skills, demonstrating good judgement.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Good communication and leadership skills

**4.0 Time Commitment**

* The Board meets 12 times a year and the Treasurer is asked to be available as much as possible for these = 1.5 hrs
* Seeking finance information from the book-keeper to support grant applications and reporting back on grant spend and outputs = 1.5 hrs
* Therefore, **3hrs a month**

**5.0 Location**

* Working from home, Board meetings are held at the organisation’s premises:

Co-op Community Space, Ham Road, Shoreham. BN43 6PA **or** online via Zoom or Team