

ROLE DESCRIPTION FOR A TREASURER

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

The Finance Officer is responsible for the day-to-day finances, but the treasurer is responsible for ensuring that the work is done properly and to provide support/guidance as appropriate.

Treasurer of Coventry Haven Women's Aid

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Ensure efficient recording, monitoring and reporting of all financial transactions in liaison with the Finance Officer
- Ensure that the Charitable purpose of the organisation is reflected in all expenditure
- Ensure provision of accurate, relevant and understandable information
- Ensure that the Charity's accounts are prepared for audit, and audited as required by law
- Present the financial report at the Annual General Meeting
- Support the Manager in seeking and securing funding as appropriate
- Support the Manager/Finance Officer in preparation of budgets
- To work for the benefit of Coventry Haven Women's Aid to positively promote the aims, objectives and profile of the organisation
- Overseeing, approving, and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board 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 coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required
- Meet with the organisation's Finance Officer at least once a month

- Attend regular 6 weekly Board Meetings

Person Specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad-hoc basis