

Treasurer – Job Description – Apr 22

Remuneration:	Every 1 Jan and 1 Jul the Treasurer receives an honorarium of £500 for their services to the Charity.
Location:	Barrow
Time commitment:	Ten Board meetings per year. Additionally, the Treasurer is also expected to have regular meetings with the Chief Executive.
Reporting to:	Board of Trustees

Objective

As a Trustee, the Treasurer has delegated authority from the Board of Trustees to ensure that the finance function is carried out efficiently within the Financial Regulations.

The Treasurer also supports the Chief Executive and ensures that the Charity functions under agreed financial objectives.

The role involves ensuring the Charity remains financially viable to continue to support visually impaired people.

Principal Responsibilities

1. General financial oversight

- Oversee and present budgets, accounts and financial statements to the Board of Trustees
- Liaise with designated staff about financial matters
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation
- Complete analysis of the Charity's financial position.

2. Funding, fundraising and sales

- Advise on the organisation's fundraising strategy
- Ensure the use of funds complies with conditions set by funding bodies
- Ensure fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls

- Ensure effective monitoring and reporting.

3. Financial planning and budgeting

- Prepare and present budgets for new or ongoing work
- Advise on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spend.

4. Financial reporting

- Present regular reports on the organisation's financial position
- Prepare accounts for audit and liaising with the auditor, as required
- Present accounts at the AGM
- Advise on the organisation's reserves and investment policy
- Ensure Charity Commission and Companies House annual returns are completed.

5. Banking, book-keeping and record-keeping

- Manage bank accounts
- Set up appropriate systems for book-keeping, payments, lodgements & petty cash
- Ensure everyone handling money keeps proper records and documentation.

6. Control of fixed assets and stock

- Ensure proper records are kept
- Ensure required insurances are in place.

Relationship with the Chief Executive, Registered Manager and Service Manager

The Treasurer will help to build accountability within the senior management team. They will also liaise with each member during annual payroll reviews.

Additional information

The above list is indicative only and not exhaustive. The Treasurer will be expected to perform all such additional duties as are reasonably commensurate with the role.