



Caring Together in Woodhouse and Little London

Role Description for Trustee Officer

Title: **Treasurer**

Key relationships: A Member of the Board of Trustees working closely with the Chairperson, Finance Worker, Charity Manager and reporting to other Members of the Board.

Background: Finance, Strategy and Governance, Fundraising, Legal, Risk.
Summary: the role of the treasurer is to oversee the financial operations and report to the Board of Trustees at regular intervals on their financial health, in line with best practice, and in compliance with the governing documents and legal requirements.

To work with the Chair of Trustees, Manager and Finance Worker to

- Monitor the financial standing of the charity and report to the Board regarding cash-flow forecasting, income streams, budget performance and the overarching strategic management of the charities' financial resources.
- Chair the Finance Committee and provide regular reports on financial health and risk management to the Board.
- Oversee compliance with relevant charity, financial and legal legislation, rules and best practice
- Liaise with external auditors on preparation and completion of the annual accounts
- Support the regular review of professional advisors including auditors (subject to annual confirmation by Caring together members at AGM)
- Act as a counter-signatory on cheques and other financial documents

Duties:

Budgeting and strategic financial planning

- Working collegiately, ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- With the Board, support the oversight of the budget planning process and constructively challenge when required.
- To take part in any recruitment and selection panels as and when needed.

Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with the Charity Manager Finance Worker, and Chair of Trustees to provide regular management accounts for approval by Board Members.
- Explain technicalities or accounts in plain language which is fully understood by other Board Members, supporters and stakeholders.

Statutory Financial Reporting

- 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 reports and audited accounts.

Financial reserves and investments

- Monitor and review reserves policy on annual basis and safeguard the charities' finances.

In relation to Governance

- 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.
- Chair the Finance Committee in line with delegated authority and terms of reference and reporting findings/developments and recommendations back to the Board of Trustees.

Person Specification

Essential

- Proven experience of financial management in the charity, public or commercial sector.
- Knowledge non-profit or charity income generation and finance practices or willingness to invest time to learn with support.
- Proven ability to communicate and explain financial information in plain English to members of the Board and other stakeholders.
- Commitment to developing and sustaining effective relations with key staff.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and people skills
- A commitment to the provision of high quality services to older people in our local area

Desirable

- Qualified management or chartered accountant
- Knowledge of charity finance
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.

Time Commitment

- The Board currently meets at least 10 times/pa on Monday afternoons from 1pm to 4pm at a location within Woodhouse or Little London.
- The Finance Committee aims to meet 4 times pa, during working hours Monday - Friday. In addition, it is expected that the Treasurer will be available on the 'phone / email to support and liaise with the Finance Manager particularly in advance of meetings / production of reports to Trustees and at key times of the financial year.

This role is not paid although reasonable travel and out of pocket expenses may be claimed.