

Role Specification – Treasurer (Trustee and Director)

We are looking for a Treasurer (who will also serve as a Trustee and Director) who is passionate about creating a more accepting society. We value diversity of backgrounds, approaches, and perspectives to lead to better decision-making, effective risk management, and efficient oversight in our boardroom.

In addition to the general responsibilities of a Trustee and Director, duties of the Treasurer include the following:

- 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
- 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
- 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
- Making a formal presentation of the accounts to the board annually and drawing attention to important points in a coherent and easily understandable way

Person specification

The Treasurer should have the following qualities:

- Financial and/or accounting qualifications and experience
- Ability to explain accounting practices and principles in clear, everyday language to staff and directors
- Some experience of charity finance and fundraising is desirable
- The skills to analyse proposals and examine their financial consequences in the short, medium, and long terms
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

You can find out more about what it means to be a charity Trustee in the document: "[The essential trustee: what you need to know, what you need to do](#)", provided by the Charity Commission of England and Wales.