



## **Treasurer Role description and person specification**

### **Role summary**

Previous experience as Treasurer for a Charity is required however it is not as essential as a sound knowledge and understanding of financial management. The Treasurer is expected to have a knowledge and understanding of Generations Working Together (GWT), our activities and of our finances.

It is the Treasurer's responsibility to monitor the financial affairs of the charity and to report to the Trustees accordingly about the financial health of the organisation, in line with charity and legal requirements.

GWT has a Finance and Admin Officer in post who deals with the day to day finances and ensures regular and accurate bank reconciliations take place. The officer maintains a corresponding record keeping system with a file for unpaid bills and a file for paid bills and ensures that all bills are paid and that all income due is received. The officer assists the Chief Executive Officer (CEO) in the preparation of management accounts, compares actual income and expenditure against what was budget and shows the variance and prepares draft annual accounts for submission to the independent examiner. Therefore, these roles do not fall to the Treasurer.

### **Overall Responsibilities of the Treasurer**

1. To oversee the financial affairs of GWT and ensure they are legal, constitutional and within accepted accounting practice.
2. To ensure proper records are kept and the effective financial procedures are in place.
3. To monitor and report the financial health of the organisation
4. To oversee the production of necessary financial reports/returns, accounts and audits
5. Monthly/bimonthly meetings with Finance Officer and quarterly meetings with the Board to support financial management of the organisation.

### **Specifically**

1. To liaise with relevant staff to ensure the financial viability of generations Working Together.
2. To make fellow Trustees aware of the financial obligations and take a lead in interpreting financial data to them.
3. To regularly report the financial position at the Board of Trustees meetings.

4. To work with the CEO to oversee the production of an annual budget before the beginning of the new financial year and propose its adoption at the last Trustees meeting of the financial year.
5. To work with the CEO to prepare budgets for specific projects and for fundraising.
6. To ensure that proper records are kept, and that financial procedures and controls are in place.
7. To appraise the financial viability of plans, proposals and feasibility studies
8. To lead on identifying financial risks and recommending appropriate action.
9. To ensure the financial resources of Generations Working Together meet its present and future needs within a sound financial framework.
10. To present the annual accounts/independent examination to the Annual General Meeting.
11. Act as a bank signatory.
12. Ensure that money held on deposit earns a good rate of interest.
13. If the organisation employs staff, ensure that Inland Revenue regulations are complied with and that all returns are made on time so that fines are avoided.
14. Ensure that the Board of Trustees is fully aware of all issues relating to employing staff or engaging freelancers.
15. Ensure that appropriate insurances are maintained.
16. Have a view of sources of funding and cashflow for the next three years.
17. Ensure that the annual return is made to OSCR (ten months after the end of the financial year).
18. Ensure that the organisation has an auditor or independent examiner appropriate to its turnover, constitution and funder requirements.
19. If the organisation receives a management letter ensure that its contents are noted by the trustees and appropriate action is taken.
20. The organisation should have a number of policies – such as financial controls, reserves policy etc. and these should be reviewed annually.

<b>Person specification for Treasurer</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Knowledge:</b>	Knowledge and experience of financial management	Either CIMA/CIPFA/ACCA/ACA Qualified Accountant, or voluntary sector finance experience Some knowledge of charity finance.
<b>Skills:</b>	Able to analyse proposals and examine their financial consequences. Preparedness to make unpopular recommendations to the Trustees. Willingness to be available to the CEO for advice and enquiries on an ad hoc basis. Ability to think creatively. Ability to communicate clearly.	
<b>Experience:</b>	Finalising management accounts. Financial Management and Budgets. Making Financial Decisions.	<ul style="list-style-type: none"> <li>• Financial experience at a senior level.</li> <li>• Previous experience of working in the voluntary sector environment.</li> <li>• Experience of charity finance.</li> </ul>
<b>Other:</b>	Excel Bookkeeping systems	