

Board Treasurer Role Description

Role of Treasurer

The Treasurer has the same legal duties as all other directors. The Treasurer's primary role is to oversee the financial operation of the organisation on behalf of the Board.

Key Responsibilities:

1. Reporting to the Board of Directors on financial matters.
2. Providing support in appraising the viability of plans, proposals and feasibility studies.
3. Playing a role in preparing funding applications and ongoing monitoring.
4. Playing a role in signing off Annual Accounts on behalf of the Board.
5. Being a member of the Finance and HR Sub Group & liaise with Staf's Finance Officer on reporting management information.
6. Ensuring the Board's financial policies are being followed and banking arrangements in place.
7. Providing support to the CEO, Operations Manager and Bookkeeper in budget preparation as and when required.
8. Playing a role in signing off Annual Accounts on behalf of the Board.