



Alternatives

Counselling & Listening Rooms

Job Description – Volunteer Treasurer

Responsible to – The Board of Trustees working closely with the Chair, Strategy Trustee and Service Lead.

This is an excellent opportunity for a person, passionate about the proper management and flow of financial systems, to have proper influence and leadership in the financial matters of an organisation. This post would suit a person with a background in finance, strategy and governance and risk. This is an opportunity to develop in leadership and confidence within a supportive and enabling team.

Purpose

- To provide regular reporting on to the Board of Trustees on the funding and cash flow of the organisation.
- To manage budgets in relation to cash flow and advise staff members who maintain budgets.

Main Responsibilities of the Treasurer

- To oversee all financial aspects of the charity, on behalf of the Board of Trustees, to ensure its long-term viability
- To assist the Board in proper financial governance of the charity
- To ensure the charity operates within the financial guidelines of current legislation set out by [OSCR](#)
- To ensure the charity has sufficient financial audit controls and that these are regularly reviewed
- To identify and bring to the Board any financial risks facing the charity
- To ensure the charity's resources are sufficient to meet the long- and short-term needs of the charity and advise on the reserves policy
- To scrutinise management accounts against the budget and report to the Board accordingly
- To scrutinise and evaluate the charity's cash flow position
- To ensure restricted funds are spent on that for which they were intended
- To formally present the accounts to the Annual General Meeting
- To advise the Board on the financial implications and operational risks arising from Board decisions, especially the Board's strategic and policy decisions

Statutory Financial Reporting



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- 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 report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.
- Develop reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

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 finance sub committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

Qualities of a Treasurer

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills

Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.



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- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

Time commitment and location

- The Board meets at least 4 times a year and the chair is expected to be available 4 times in a year.
- You will be a member of a sub-committee which will meet 2 times in a year.
- Board meetings are held at the organisation's premises: 10 Constitution Road, Dundee, DD1 1LL