



Job Description - Treasurer Trustee

Role specification

In addition to the general duties of trustees, the Treasurer Trustee is also responsible for:

1. Overseeing and presenting budgets, monthly management accounts and annual financial statements to the Board.
2. Providing guidance and oversight to the Committee Treasurer, who is responsible for the day-to-day financial management of the charity.
3. Leading in the development, implementation, and maintenance of financial regulations, financial controls, and other financial policies (e.g. reserves policy, expenses policy).
4. Working with the Committee Treasurer, Board Secretary, and Independent Examiner to prepare and submit the charity's annual return by the stipulated deadline.
5. Leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements; and providing advice on the same to the Board when appropriate.

Person specification

Essential

1. Relevant experience in accounting or financial management roles, or equivalent transferable experience.
2. Knowledge of charity accounting standards and receipts and payment accounts.
3. Familiarity with implementing financial controls and regulations.
4. Organised, with strong communication and interpersonal skills.
5. Line-management / mentorship experience.
6. Working knowledge of Google Workspace.
7. Demonstrable ability to work in a remote/hybrid format.

Desirable

1. Interest in student mental health.
2. Relevant qualifications or professional certifications/memberships.