

# Treasurer

## Role Description

## **Treasurer Role Description**

The Treasurer takes the lead in overseeing the financial affairs of the organisation. The Treasurer will assist other trustees to perform their financial duties by interpreting and explaining financial reports and accounting requirements, ensuring that the Board receives reports containing the information trustees need in an easy-to-understand format. They will also review financial reports required to be submitted to our funders.

## **Main Responsibilities**

- Through the role of Chair of the Trust's Finance Committee, the treasurer will monitor the financial standing of the charity and advise on cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the Board of Trustees at regular intervals.
- Liaising with our external independent examiner on financial issues and ensuring that the organisation's finances are responsibly managed for the public interest, the betterment of the organisation's work and for the beneficiaries it serves.
- Provide financial leadership to the board of trustees, offering valuable insights and recommendations on financial planning, budgeting, and investment decisions.
- Oversee the development and implementation of the charity's financial policies, ensuring compliance with relevant regulations and best practices.
- Prepare and present financial reports at board meetings, providing clear and concise updates on the charity's financial performance and projections. This would include preparing an annual budget, and monthly management accounts
- Monitor and assess the charity's financial health, identifying risks and opportunities and recommending appropriate actions. This would also include ensuring restricted funds are recorded and monitored appropriately to ensure that any grant terms are complied with
- Ensure transparency and accountability in financial matters, promoting ethical practices and adherence to financial policies.
- Review management accounts including cash forecasts.
- Oversee the preparation of statutory year end accounts compliant with the Charities SORP FRS102 and Company law.
- Chair quarterly finance committee meetings and financial updates to the Board at trustee meetings.
- Keep abreast of financial trends, legal requirements, and best practices in the charity sector, sharing relevant insights with the board and staff

## **Personal and professional qualities and experience:**

- Commitment to and connection with the aims and values of the organisation and its purpose.
- Willingness to devote the necessary time (average 6-10 hrs per month).
- Relevant financial qualifications and experience.
- Experience of charity finance and accounting or an interest in getting to grips with these rapidly, including fund accounting.
- Ability to work effectively as a member of a team mainly as a 'critical friend'.
- Sound independent judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Strategic vision and ability to think creatively.
- Interest in the non-financial aspects of the organisation.
- The skills to analyse proposals and examine their financial consequences.
- Preparedness to make unpopular recommendations to the board.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.

## **Essential Skills/experience**

- Prior experience of managing money, either with a book-keeping or accountancy background or as part of a trustee or staffing role.
- Proven track record of effective financial leadership and strategic decision-making.

- Excellent analytical skills, with the ability to interpret financial data and communicate insights to stakeholders.
- Strong attention to detail and accuracy in financial reporting and analysis.

## **Desirable Skills/experience**

- Qualified accountant with relevant financial management experience, preferably within the charity or non-profit sector
- Understanding of financial regulations, accounting principles, and charity governance.

## **Time Commitment**

Includes quarterly Board meetings, Finance Committee, HR Committee; and approximately an additional 10-20 hours per quarter. (Additional commitments at financial year-end and independent examination)

## **Location**

Board meetings are held at the organisation's premises.

Further information about being a Trustee can be found at

[The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](#)

To apply, please send your CV and covering letter explaining why you are interested and how you are suited to the role to UNLH Director [Jenny.Irish@unlt.org](mailto:Jenny.Irish@unlt.org)

Upper  
Norwood  
Library

