

Trustee Roles and Job Description

Job Description for Treasurer

Overall Purpose

The treasurer will monitor the financial matters of the charity and report to the board of trustees at regular intervals about the financial health of the organisation, in line with good practise and in accordance with the governing document and legal requirements.

Main Responsibilities

- To oversee, and present budgets, accounts and financial statements to the board of trustees.
- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with good governance, legal and regulatory requirements.
- To be instrumental in the development and implementation of financial reserves and investment policies.

Main Duties

- Leasing, where applicable, with the appropriate members of the staff responsible for the financial activities of the organisation.
- Monitoring and advising on the financial viability of the charity.
- Implementing and monitoring specific financial controls and systems are in place and adhered to.
- Advising on the financial implications of the charity's strategic plan.
- Acting as a counter-signatory on charity cheques and any application for funds.