



Trustee Treasurer Role Profile:

The treasurer oversees the management of the financial affairs of the charity and ensures they are legal, constitutional and within accepted accounting practice.

All aspects of Trustee role description also apply to the Treasurer

The Treasurer takes the lead at board level on:

- Making sure the charity keeps proper accounts in accordance with the Charities Statement of Recommended Practice
- Ensuring that the charity has robust and effective financial controls in place, with the support of the Board and other relevant staff
- Leading reviews of the charity's financial performance and monitoring and reporting on the financial health of the organisation to the Board of Trustees and take the lead in interpreting financial data to Trustees
- Proposing or reviewing policies for finance and investment
- Liaising with finance staff and with the charity's auditor to provide assurance to the board on financial viability of the organisation

Other duties include:

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- Overseeing the production of necessary financial reports/returns, accounts and audits.
- Overseeing the production of an annual budget and proposing its adoption at the last meeting of the previous financial year.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Monitoring and updating the risk register with the Finance and Audit Sub-committee on behalf of Board, and reporting to Board on any changes or additions
- Leading on appointing auditors.
- Acting as a bank signatory.
- Chairing the Finance and Audit Sub-committee

Approved by the board on 21st June