Application form

Job Description – Volunteer Treasurer

Job Title – 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](https://www.oscr.org.uk/about-charities/charity-law/)
* 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

* 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.

Reserves Policy

* 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.
* 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

Personal Details

Forename/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualifications and training – Please enter details of any qualifications or training courses you have attended which are relevant to the role

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| --- | --- | --- |
| Date | Qualification/training | Name of Organisation |

Experience – Please give Experience which is relevant to the role

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| Dates | In what Capacity? | Brief description. |

Referees

Please provide the names and addresses/email of two responsible persons for reference purposes. Referees should not be related to you and should have a knowledge of your ability to volunteer in this role. All references will be taken up. You should secure prior agreement of referees before providing their names.

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| Referee 1 | Referee 2 |

Declaration

I agree to confidential vetting procedures. I agree to inform the organisation of any change in circumstances.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return by email to info@alternativesdundee.co.uk