**Job Description – 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.
* 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