



## Treasurer Role Description

The Treasurer is elected at the Annual General Meeting in December by a vote of members and holds office until the date of the following AGM.

The Treasurer will act as the chair of the Finance and General Purposes Committee, which has oversight of IT, staff, risk management and investment strategy, although detailed responsibility for these may be delegated to other Trustees.

The post holder is responsible for the Company accounting procedures and financial records, in accordance with the Memorandum and Articles of Association and in accordance with the requirements of the Companies Act and the Charity Acts.

The Treasurer will, acting with the Chair and Trustee Board, determine the Expenditure Control Policy and ensure and supervise adherence to the guidelines there laid down.

The Treasurer is responsible for the following (which is actually carried out by the Charity's staff):

- a) The orderly collection, control and recording procedures for all monies received and duly banked. Also for ensuring that, where appropriate, formal acknowledgement and/or the issue of receipt is given to any person or organisation donating monies to the Charity.
- b) The agreement, in liaison with the Finance Manager of all invoices and bills, properly received and detailed, and for making the settlement of such accounts in a timely, correct and complete manner. Also for ensuring that a suitable petty cash resource is maintained under the Finance Manager's control and for regular checking the correct disbursement and accounting record for such cash.
- c) The undertaking of regular reconciliation of the Charity's bank account(s) and the payment of staff salaries and wages and employers NI.
- d) The maintenance of competent and correct detailed records of the Charity's finances showing receipts and payments and any account transfers. Making available such records for Board scrutiny and Board Member's reference at all reasonable times.

The Treasurer's responsibilities also require that: -

The Treasurer will attend Board meetings and report on the financial state of the Charity, drawing attention to any non-routine or not-forecast expenditure items since the last meeting. It is desirable that the Treasurer circulates to the Board quarterly summaries comparing actual and forecast income and expenditure to enable budget monitoring.

When the Annual Accounts have been audited they will be presented to the Board for approval and acceptance. When approved by the Board, the final audited accounts are signed by the Chair and the Company Secretary. Copies must be sent to the Registrar of Companies and to the Charity Commission. For the AGM, copies should be available for distribution to the Trustees.

The Treasurer will ensure the arrangement and maintenance, through the Charity's insurers, of suitable insurance policies and levels of policy cover in respect of all relevant risks for the Charity's property, facilities equipment and possessions.

The Treasurer must ensure that valid and up-to-date specimen signatures and corresponding name and Company Officer details are maintained with the Company's bank(s) and/or investment houses.

April 21