

## **EmbraceAbility**

### **Treasurer Job Description**

**Role Title:** Treasurer

**Direct Report:** Works closely with the Director, Chair, and the Board of Trustees.

**Background:** Finance, Strategy and Governance, Fundraising, Legal, Risk.

#### **1.0 Role Summary**

##### **The Honorary Treasurer will:**

- Monitor the financial standing of the charity and report to the Board of Trustees and Director regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the Board of Trustees at regular intervals.
- Act as a countersignatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaise with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.

#### **2.0 Main Responsibilities of the Treasurer**

##### **The Treasurer will be expected to:**

###### **In relation to Finance**

###### Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and the charity's image by adding specific measures as per Statement of Recommended Practice (SORP) guidelines.

### Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with the Director and Board of Trustees to prepare and produce management accounts regularly.

### 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 a 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 of Trustees' duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- 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.

### **In relation to Child Protection**

- Uphold the charity's Child Protection Policy, and ensure its rigid application to all of the Board of Trustees' duties and endeavours.
- Place child safety at the forefront of all deliberations, and adopt a diligent awareness of any area in which child safety might be at risk.
- Report any and all potential violations of the charity's Child Protection Policy to the Board of Trustees immediately.

### **3.0 Person Specification**

**An applicant for the role of Treasurer is expected to have:**

#### **Essential**

- 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 of Trustees 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 financial practices.
- Dedication 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/accounting, 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.

### **4.0 Time Commitment**

- The Board meets at least 4 times a year and the Treasurer is expected to be available 4 times in a year.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.
- Attendance at award meetings or fundraising meetings is optional.

## **5.0 Equal Opportunity**

### **Opportunities for all**

We particularly encourage applications from disabled people and from black, Asian and minority ethnic backgrounds and LGBTQAI+ as these groups are currently underrepresented in the development sector.

We treat all job applicants equally regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We respect everyone's gender identity. Please share the name and pronoun (he/she/they) you would like us to use.