



Role Title: Treasurer

Direct Report: Works closely with the Chair, Chief Executive and the Board of Trustees.

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

1.0 Role Summary

- Monitor the financial standing of the charity and report to the Board and CEO regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Contribute to the charity's financial risk-management process and report financial health to the Board of Trustees at regular intervals.
- Ensure that annual accounts are submitted to all relevant regulators in a timely fashion. Liaise with external auditors on financial issues.

2.0 Main Responsibilities of the Treasurer

Budgeting and strategic financial planning

- Evaluate and contribute to strategic planning and risk management.
- 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.
- Ensure transparency and accountability as per SORP guidelines.

Management Reporting

- Ensure a high standard of management accounting, record keeping and financial controls are in place.
- Liaise with Finance Manager to prepare and produce management accounts quarterly.

Statutory Financial Reporting

- Lead Board level liaison with external auditors on specific issues in the auditing process and related Board representations.
- Guide and advise fellow trustees on the formal approval of the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

Reserves Policy

- Develop and maintain reserves policies.
- Keep the Board informed of free reserves position regularly and advise to cope with changing circumstances.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

Governance

Contribute to the oversight of all organisational policies and procedures.

3.0 Person Specification

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.
- A team-oriented approach to problem solving and to management.

Values

- A genuine interest in supporting young people and adults with learning disabilities to lead fulfilled and independent lives and an awareness and an understanding of the pressures and challenges they face.
- An interest in the work of the voluntary sector and supporting the work that charities do to assist those who are deemed to be vulnerable in our society.

4.0 Time Commitment

We would expect trustees to attend a 2 hour board meeting once a month and commit additional hours to support the Finance Manager.

5.0 Location

Meetings take place in West Norwood, Lambeth (SE27) and also online.