



## Treasurer Role Description

**Time: Minimum of 1/2 day per month**

Appointments are for 3 years from the date of the next Directors meeting, when Directorships are formally confirmed. Then Directors are eligible for re-election.

### Benefits of working as a voluntary Director

- Helping an educational charity with a focus on young people working on and learning about sustainable development projects and becoming more employable.
- Challenging voluntary work in a well-managed organisation.
- Contact with staff, volunteers and Directors as a part of a team.

### Role

To maintain an overview of the charity's financial affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

### Specific Responsibilities

In addition to the 9 general responsibilities of the Directors, to:

- Ensure that the charity applies its finances exclusively for its stated objects **i.e.** it must not spend its money on activities which are not included in its objects. Also that its finances are used in accordance with the Memorandum and Articles of Association.
- Ensure the finances of the charity meet its present and future needs.
- Liaise with staff about financial matters.
- Advise the board on the financial implications of the charity's strategic plans and the proposed budget.
- Ensure that sufficient Directors are approved cheque signatories.
- Ensure that financial investments are consistent with the objects of the charity.
- Ensure that the accounts are prepared and disclosed in the form required by the Board of Directors, funders, the Charity Commission, Companies House and the Inland Revenue.
- Ensure that, if required, the accounts are audited in the manner required, and any recommendations of the auditors implemented.
- Monitor the charity's investment activity (including the Savings Account) and ensure its consistency with its policies and legal responsibilities.
- Keep the Board of Directors informed about its financial duties and responsibilities.
- Make a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.

- Attend monthly FGP meetings and quarterly board meeting
- Become a member of the Company Board and monitor the finances of the trading arm.

### **Person specification**

In addition to the qualities needed by all Directors, the Treasurer should ideally also possess the following:

- Financial qualifications and experience i.e. a qualified Chartered Accountant.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Skills to analyse proposals and examine their financial consequences.
- Ability to present challenging recommendations to the Board of Directors.

Not essential but desirable

- Previous experience as a Treasurer with another Charity and/or an understanding of the requirements of a SME.

### **Rights**

Thorough induction to CHANGE AGENTS UK and the responsibilities and work of Directors.

- Meeting all staff in the CHANGE AGENTS UK office.
- Coverage under Trustee Liability Insurance.
- Coverage of staff under the Professional Indemnity Insurance.
- Expenses for travel to CHANGE AGENTS UK, and for work-related travel from the office, and printing in the home.

### **Outputs**

Input into the Strategic Plan