

# **HORNDEAN COMMUNITY ASSOCIATION**

## **JOB DESCRIPTION FOR HONORARY TREASURER**

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained. The responsibilities will include:

- Overseeing and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring the charity has an appropriate reserves policy
- The preparation and presentation of financial reports to the board
- Ensuring appropriate accounting procedure and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring the charity has an appropriate investment policy
- Ensuring there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- Ensuring the accounts are prepared and disclosed in the form required by the funders and the relevant bodies i.e. the Charity Commission and the Registrar of Companies
- If an audit is required, ensuring that the accounts are audited in the manner required and any recommendations of the auditors implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal representation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

### **Person Specification**

In addition to the qualities needed by all trustees, the treasurer should ideally also possess the following:

- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- A preparedness to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis