

Swalcliffe Village Charity

Treasurer Role Description

The overall role of a treasurer is to:

- Maintain an overview of the charity affairs.
- Ensuring its financial viability.
- Ensuring that proper financial records and procedures are maintained.

General responsibilities

- To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the charity pursues its objects as defined in its governing document.
- To ensure the charity applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- To contribute actively to the board of trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity.
- To ensure the financial stability of the charity.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers.
- Leading discussions.
- Focusing on key issues.
- Providing guidance on new initiatives.
- Other issues in which the trustee has special expertise.

Additional duties of the treasurer

- Overseeing, approving, and presenting budgets, accounts, and financial statements.
- Being assured that the financial resources of the organisation meet its present and future needs.
- Ensuring that the charity has an appropriate reserves policy.
- The preparation and presentation of financial reports to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with volunteers about financial matters.
- Advising on the financial implications of the charity strategic plans.
- Ensuring that the charity has an appropriate approach to investing any funds held.
- Ensuring the charity compliance with legislation.
- Ensuring equipment and assets are adequately maintained and insured.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies.
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts at the annually and drawing attention to important points in a coherent and easily understandable way.