**Treasurer Role Description**

|  |
| --- |
| Role Details |
| **Role Title:** | Trustee Treasurer  |
| **Status:** | Non-remunerated, but reasonable out of pocket expenses paid, in line with Trustee Expenses Policy. |
| **Hours:** | It is estimated that the Treasurer will have to commit approximately 12 days per year in order to fulfil their role. Some of this may be in the evenings or weekends and will be spread over a number of meetings. This is inclusive of preparation and reading time and any training undertaken during their time as a trustee.  |
| **Term:** | The Treasurer will be appointed for a fixed term of 3 years, renewable for a further maximum of 3 + 3 years. |
| **Support and Training**  | The Treasurer will receive induction training along with further training and support throughout their appointment in order to enable them to fulfil their role to the best of their abilities.  |

|  |
| --- |
| **Role Purpose** |
| * Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
* Ensure proper records are kept and that effective financial procedures are in place.
* Monitor and report on the financial health of the organisation.
* Oversee the production of necessary financial reports/returns, accounts and audits.
* Ensuring that the organisation has a clear vision, mission and strategic direction and is focused on achieving these;
* Being responsible for the performance of the organisation and for its “corporate” behaviour;
* Ensuring that the organisation complies with all legal and regulatory requirements;
* Acting as guardians of the organisation’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
* Ensuring that the organisations governance is of the highest standard.
 |
| **Key Tasks** |
| **1.**1.11.21.31.41.51.6 | **Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.**Liaise with relevant senior staff, committee members and/or volunteers to ensure the financial viability of the organisation.Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.Ensure proper records are kept and that effective financial procedures and controls are in place:* Cheque signatories
* Purchasing limits
* Purchasing systems
* Petty cash/ float
* Salary payments
* Pensions
* PAYE and NI payments
* Others as appropriate

Appraising the financial viability of plans, proposals and feasibility studies.Lead on appointing and liaising with auditors/an independent examiner. |
| **Additional Tasks (General Trustee)** |
| **2.**2.12.22.32.42.52.6**3.**3.13.23.33.43.53.63.73.83.93.103.11**4.**4.14.24.34.4**5**.5.15.25.35.45.55.65.75.85.9**6.**6.16.26.36.46.56.66.76.8 | **To ensure the organisation has a clear vision, mission and strategic direction and other strategic direction is focused on achieving these:**To work in partnership with other Trustees, the Chief Executive and other senior staff to ensure that:-The organisation has a clear vision, mission and strategic plan that have been agreed by the board, and that there is a common understanding of these by the Trustees and staff.The business, operational and other plans support the vision, mission and strategic priorities.The chief executives annual and longer-term objectives and targets support the achievement of the vision, mission & strategic priorities.The Board policies support the vision, mission and strategic priorities.There are effective mechanisms* To listen to the views of current and future beneficiaries;
* To review the external environment for changes that might affect the organisation;
* To re-assess the need for the organisation and for the services it provides, or could provide and
* To review regularly its strategic plans and priorities.

**Being responsible with other Trustees, for the performance of the organisation and for its “corporate” behaviour;**To agree the method for measuring objectively the progress of the organisation in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regular reports on the performance of the organisation.To ensure that the fundamental values and guiding principles of the organisation are articulated and reflected throughout the organisation.To ensure that views of beneficiaries on the performance of the organisation are regularly gathered and considered by the board.To appoint the chief executive, to set his/her terms and conditions and to ensure that the Chief Executive and the organisation invest in the chief executives ongoing professional development.To receive regular reports from the chief executive on progresstowards agreed strategic priorities.To hold the Chief Executive to account for the management andadministration of the organisation.To ensure the Chief Executive receives regular, constructive feedback on his /her performance in managing the organisation and in meeting his/her annual and long-term targets and objectives.To ensure the Chief Executive develops a learning organisation and that all staff, both paid and unpaid, review their own performance and regularly receive feedback.To articulate the value of the organisationTo agree broad policies.To ensure that there are mechanisms for beneficiaries, employees, volunteers , other individuals, groups or organisations to bring to the attention of the Trustees any activities that threatens the probity of the organisation. **Ensuring the organisation complies with all legal and regulatory requirements;**To be aware of and to ensure the organisation complies with all legal, regulatory and statutory requirements.To maintain familiarity with the rules and constitution that govern the organisation, to ensure that the organisation complies with its governing instruments and to review the governing instruments regularly.If the organisation has powers to delegate, to agree the levels of delegated authority, to ensure that these are recorded in writing by means of minutes, terms of reference for board committees and sub committees, job descriptions for honorary officers, Trustees and key staff, etc and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.To ensure that the responsibility delegated to the chief executive are clearly expressed and understood, and directions given to him/her come from the board as a whole.**Being guardian of all the organisations assets, both tangible and intangible, taking all due care over their security, deployment and proper application**.**Acting as guardians of the organisation’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application:**To ensure that the organisation has satisfactory control systems and procedures for holding in trust for the beneficiaries al monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the organisation within the constraints of the law and ethical and other policies laid down by the board. To ensure that the major risks to which the organisation is exposed are reviewed annually and that systems have been established to mitigate these risks.To ensure that the income and property of the organisation is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.To act reasonably, prudently and collectively in all matters relating to the organisation and always to act in the interests of the organisation.To be accountable for the solvency and continuing effectiveness of the organisation and the preservation of its endowments. To exercise effective overall control of the organisations financial affairs and to ensure that the way in which the organisation is administered in not open to abuse by unscrupulous associates, employee or volunteers, and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience. To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the organisations good name and reputation etc are properly valued, utilised and safeguarded. If the organisation owns land, to know on a continuing basis what condition it is in, if its boundaries are being encroached upon, what can be done with it now and how it is or should be used. In particular, to ensure that any property which is a permanent endowment is preserved and invested in such a way as to produce a good income while at the same time safeguarding the real value of the capital. To ensure that all income due to the organisation is received and that all tax benefits are obtained and all rating relief due is claimed.**Ensuring that the organisations governance is of the highest possible standard.** To ensure that the organisation has a governance structure that is appropriate to an organisation of its size/complexity, stage of development, and its organisational objectives, and that enables the Trustees to fulfil their responsibilities.To reflect annually on the board`s performance and your own performance as a Trustee.To ensure that the Trustee`s board has the skills required to govern the organisation well and has access to relevant external professional advice and expertise.To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees. To ensure that there are succession plans for the Chair and Chief Executive.To participate in individual and collective development and training of Trustees.To abide by the code of conduct for Trustees.To ensure that major decisions and board policies are made by the Trustees acting collectively. |

|  |
| --- |
| **Person Specification** |
|  |  |  |  |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSED BY** |
| **Qualifications / Experience** | Experience of working collaboratively at Board levelExperience of, or good understanding of, working with customer focused organisations and a commitment to high standards of customer care.An understanding and experience of voluntary sector organisations and communities.Experience of representing an organisation on a Board or committee and works collaboratively with others.Strong, credible leadership style with experience of leading, managing and delivering to achieve positive outcomes. | Experience of ‘voice based’ organisations | A, IA, IA, IA, I |
| **Knowledge** | Clear understanding and experience of governance and the associated legal responsibilities. Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.Knowledge of bookkeeping and financial management (as necessary). | Good understanding of health and social care challenges facing the NHS and Local Authorities and disabled people. | A, IA, I |
| **Skills/Abilities** | Strong communication and interpersonal skills, able to liaise effectively with a wide range of stakeholders and audiences. | IT literate. | A, I |
|  | Strategic thinking, able to analyse complex information, demonstrate clear analytical intellect and guide rational decision making.Good financial analysis skills.Able to demonstrate good awareness and understanding of the current political and financial environment.Ability to plan strategically and with vision. |  | A, IA, IA, IA, I |
| **Other** | Support the values, ethos and objectives of Disability Positive.Proactively demonstrate strong commitment to equality and diversity.Time and commitment to effectively discharge the responsibilities of the post. |  | A**,** IA, IA, I |