

Cycle Sisters Role Description

Treasurer

Purpose of role

The Treasurer is responsible for overseeing the financial affairs of the organisation

Responsibilities

Trustee statutory duties

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

Specific duties

- Ensure adequate funding is available and that the organisation's financial position is secure
- Lead on developing and reviewing appropriate controls and financial procedures in accordance with financial regulations, ensuring proper records are kept.
- Oversee finance contractor ensuring posting and book-keeping is up to date
- Oversee regular reconciliations by the finance contractor
- Prepare regular financial management account reports for the Board
- Prepare an annual statement of accounts for audit (if required) and presentation to the AGM
- Lead on appointing and liaising with auditors/independent examiner (if required)
- Oversee production of annual budget and its approval by Board
- Provide support for financial information required for funding applications, as required.
- Keep the board informed about its financial duties and responsibilities
- Attend 4 quarterly Board meetings (including the AGM) and any ad hoc extraordinary meetings as required.

Person specification

Specific

- Knowledge of current finance practice relating to charities
- Knowledge of book-keeping and financial management
- Strategic finance experience and skills, including strategic financial planning and risk management
- Good financial analysis and evaluation skills
- Good attention to detail
- Ability to communicate financial information clearly to the Board and other stakeholders
- Professional financial qualification (desirable)

General

- Knowledge of Charity law and the voluntary sector.
- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make recommendations to the board and a willingness to speak their mind with diplomacy
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Excellent communication and interpersonal skills
- A positive and 'can-do' outlook
- Commitment to promoting equality and diversity
- Ability to organise time and work to deadlines.

Term

The Treasurer will serve a term of three years.