

One25 Treasurer Role Description

The overall role of One25's Treasurer is to support the Board to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. In addition to the general responsibilities of a trustee, duties of the treasurer include the following:

- Overseeing the preparation of budgets, management accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Advising the Board on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate finance policies and procedures and that these are regularly reviewed and updated
- Ensuring that appropriate internal controls are in place
- Ensuring that the charity has an appropriate reserves policy
- Ensuring that One25 has an appropriate investment policy
- Liaising with the Finance and Resources Manager about financial matters
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- 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
- Making a formal presentation of the accounts at the annual general meeting
- Chairing the Finance Sub Group and being a member of the Remuneration Committee

Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience
- Some experience of charity finance and fundraising
- The skills to analyse proposals and examine their financial consequences
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.