

Sample role description for Treasurer

This example role description was produced for members of ERVAS. It is meant as a guide and does not constitute HR advice. You should adapt it to meet your specific job duties and job requirements.

Treasurer of Driffield Skatepark

In addition to the general responsibilities of a trustee, the Treasurer also has a duty to:

- Oversee, approve and present budgets, accounts and financial statements and reports drawing attention to important points in a coherent and easily understandable way
- Be assured that the financial resources of the organisation meet its present and future needs
- Ensure that the charity has an appropriate reserves policy
- Ensure that appropriate accounting procedures and controls are in place
- Liaise with any paid staff and volunteers about financial matters
- Advise on the financial implications of the organisation's strategic plans
- Keep the board informed about its financial duties and responsibilities
- Contribute to the fundraising strategy of the organisation
- Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented Ensure that the charity has an appropriate investment policy where appropriate

- Ensure that there is no conflict between any investment held and the aims and objects of the charity
- Monitor the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities

Where staff are employed:

- Liaise with the senior manager to keep an overview of the organisation's affairs and to provide support as appropriate
- Lead the process of supporting and appraising the performance of senior staff
- Sit on appointment and disciplinary panels

Adapted from NCVO

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, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis