



Treasurer Role Description

Main duties and responsibilities

As a Trustee of Citizens Advice Rushmoor, the Treasurer shares responsibility for discharging the board's duties. In addition, the role involves the specific tasks listed below:

- Keeping the board informed about its financial duties and responsibilities, guiding and advising on approval of the charity's budgets, accounts and financial statements.
- Advising on the financial implications of strategic plans and key assumptions in the operational plan and annual budget
- Monitoring income, expenditure and variances against budget, and presenting reports to the board at least quarterly.
- Ensuring that all board members have a clear understanding of the accounts presented at meetings and the implications that they reveal
- Presenting the annual accounts at the AGM, drawing attention to important points in a coherent and understandable way.
- Understanding the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound, and that proper financial procedures and controls are in place to safeguard the charity's resources.
- Ensuring that a realistic budget is produced which meets the charity's needs, and that there is an appropriate reserves policy which is adhered to.
- Ensuring that money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts demonstrating this are submitted to funders.
- Ensuring that accounts are prepared at year-end in compliance with the SORP Accounting for Charities and making arrangements for them to be audited or independently examined, as required by the Charity Commission.
- Working with the Company Secretary to ensure that annual accounts are submitted to the Charity Commission and Companies House, within the deadlines set.
- Liaising with the Chief Officer and relevant staff where required.
- Playing a key role in the development of funding strategies to enable future activities and developments.
- Chairing relevant Committee meetings, and reporting back to the full board.

Personal skills and qualities

- Able to commit to at least 2 evening meetings per quarter, 1 day time meeting per month, and reading/ preparation time (average circa 6 hours per month)
- Financial qualifications or equivalent relevant experience
- Some experience or knowledge of charity finance, fundraising and personal pension schemes
- The skills to analyse proposals and examine their financial consequences
- Excellent communication skills and the ability to present complex information to non-financial experts
- Good negotiation and influencing skills
- Willingness to be available to staff to provide advice and guidance on financial matters.