



Treasurer Role Description

The overarching role of a treasurer is to:

- Maintain a strategic overview of the organisation's financial affairs
- In liaison with key senior staff, ensure the organisation's ongoing financial viability
- Ensure that proper financial records and procedures are being maintained.

General responsibilities

- Ensure that the organisation complies with its governing documents, charity law, company law and any other relevant legislation or regulations pertaining to financial affairs.
- Ensure that the organisation pursues its objects as defined in its governing document and applies its resources exclusively in pursuance of its objects.
- Take a lead role as a key member of the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy and evaluating performance against agreed targets.
- Assist to safeguard the good name and values of the organisation.
- Ensure the financial stability of the organisation and effective financial administrative systems are in place and adhered to.
- Protect the property of the charity and ensure the proper investment of the charity's funds.
- Appoint the Chief Executive and support and monitor his/her performance.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve:

- Scrutinising board papers
- Leading and contributing fully to discussions
- Maintaining an ongoing focus on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Specific duties of the Treasurer

- Chair the Finance Subcommittee at scheduled and key times across the year in line with Board meetings and the production of the annual accounts, budgets and AGM.
- Support the staff as necessary to approve the annual budget, accounts and financial statements.

- Support key staff to ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies; and uphold their presentation to the AGM.
- Be assured that the financial resources of the organisation meet its present and future needs.
- Ensure that the charity has an appropriate reserves policy.
- Liaise with the FC to support their presentation of financial reports to the board.
- Ensure that appropriate accounting procedures and controls are in operation including insurance.
- Advise on the financial implications of the organisation's strategic plans.
- Ensure that the charity has an appropriate investment policy; monitor consequent activities ensuring their consistency with the organisation's policies and legal responsibilities.
- Oversee procurement as necessary for capital items, assisting to present recommendations to the Board accordingly.
- Ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keep the board informed in relation to its financial duties and responsibilities.
- Contribute to the fundraising strategy as appropriate.
- Sitting on appraisal, recruitment and disciplinary panels if required.

Treasurer person specification

- Commitment to the organisation and its objectives
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes and/or willingness to learn
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the board for the sustainability of the organisation
- Willingness to be available to staff for advice and enquiries on an ad hoc basis (probably infrequently).

Time Commitment:

Board meetings are 4 times per year plus the Annual General Meeting.

Finance Subcommittee meetings are also up to 4 times per year, in advance of Board meetings.

Payment

This is a voluntary position (as per charity best practice); out of pocket expenses are offered.

Application Process

Please apply for this role by writing to EMERGE's Chief Executive and Chair of Trustees with a CV and covering letter or email confirming why you are interested in this position, what you will bring to the role and the organisation and what you wish to get out of it.

For more information, please contact Lucy Danger, Chief Executive in the first instance to arrange a visit and initial meeting: lucy@emergemanchester.co.uk Tel 07917 237 527 or 0161 223 8200 ex 106.

For information about EMERGE please see: www.emergemanchester.co.uk