

**Rotherham Rise**

The Role of Trustee and executive Trustee roles are a voluntary position

**Executive Trustee Role Description: Treasurer for the Board of Trustees**

The Treasurer for the Board is expected to meet the requirements of the board in line with the charities governing documents, governing good practice and legal requirements.

The Treasurer is confirmed at the first meeting of the board of trustees following the Annual General meeting. If appointed mid-way through the year, to be confirmed at the earliest board meeting

The Treasurer is accountable to the rest of the board of Trustees.

**TREASURER RESPONSIBLITIES:**

In addition to the general responsibilities of a trustee, duties of the Treasurer are as follows.

The overall role of a Treasurer is to maintain an overview of the organisation’s financial affairs, ensure its financial viability and ensure that proper financial records and effective procedures are in place.

The Treasurer has oversight responsibility on behalf of the Board for:

* Working in partnership with the CEO and Head of Operations and Finance to ensure that the board has access to relevant information for effective governance
* The effectiveness of the Charities system of finance management, risk management, internal control and related assurance
* The regular monitoring of the Charities financial performance against the budget during the year and its financial soundness
* Having an overview of the charity and its work
* Acting as an ambassador for the charity

**TASKS**

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

* To attend a meeting with the CEO/ Head of Operations and Finance prior to each board meeting, liaise on financial matters as and when required.
* Keeping the board informed about its financial duties and responsibilities
* To assess and comment on the charities control environment including risk management, internal controls and related assurance
* To ensure that the financial management business of the board meeting is represented, dealt with and that decisions are made, recorded and implemented
* Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
* Ensuring that appropriate accounting procedures and controls are in place

**PERSON SPECIFICATION**

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

**Experience and Knowledge**

* Financial qualifications and experience (E)
* The skills to analyse proposals and examine their financial consequences (E)
* Understanding and evidence of commitment to equal opportunities and diversity statement (E)
* Experience in financial management, policies and procedures and strategy (E)
* Risk management, internal controls and related assurance (E)
* Legal Requirements of a Charity (D)
* Sources of funding/ fundraising and Preparation of funding bids (D)

**Skills and attributes**

* Commercial awareness and analytical skills (E)
* Support and encourage other members (E)
* Independent judgement and an ability to challenge in a constructive manner (E)
* An ability to communicate and explain financial information to members of a Board and other stakeholders (E)
* A willingness to be available to staff for advice and enquiries on an ad hoc basis
* Be able to prioritise and work to agreed time scales (E)

E = essential

D = Desirable

**Time requirements**

To be able to attend scheduled committee meetings each year and a meeting prior to each board meeting.

**Support for the Treasurer**

The Board will actively encourage the Treasurer to identify their own training or development needs including access to a mentor.