**Job Description**

**Job Title** Honorary Treasurer

**Responsible to** Trust Council

**Purpose of the Post** To maintain an overview of the Trust's financial affairs ensuring its financial viability, ensure that proper financial records and procedures are maintained and, with other honorary officers ensure the smooth running of the Trust.

**Key Duties**

* To ensure that a Financial Control process, in accordance with good practice, is operating in the Trust and to monitor the financial details.
* To follow up on any issue of variance in financial information that poses a risk to the Trust, and highlight to Council the need for action.
* To consider the risk management processes operating in the Trust and advise Council of concerns.
* To advise as to whether or not the financial resources of the organisation meet its present and future needs.
* To monitor the Trust’s investment activity and advise as to whether or not it is appropriate and consistent with the organisation’s policies and legal responsibilities.
* To present a commentary and risk analysis of the 12-month budget, updated quarterly, and accounts to Trustees, and to seek their approval and acceptance.
* To present formally the Annual Accounts at the Annual General Meeting.
* To link with the Auditor and Council to ensure the accounts are audited, prepared and submitted in accordance with the regulations, and that any auditors’ recommendations are implemented.
* To advise on issues of an appropriate financial reserves policy.
* To study, explain to Council and seek approval of financial documents requiring the signatures of Trustees.
* To consider, prior to issue to Council, all financial information and advise the finance team of matters that need addressing.
* To act as a Director of the Trust for the purposes of the Companies Act and other legislation relating to the management and administration of the Trust.

**Person Specification**

In addition to the qualities needed by all Trustees the Treasurer should also possess the following:

* Financial experience and business planning skills.
* The skills to analyse proposals and examine their financial consequences.
* A preparedness to make unpopular recommendations to the Council.
* A willingness to be generally available to respond to financial enquiries from the Chief Executive, Finance team and Trustees.
* Some experience of charity finance would be an advantage.