

JOB DESCRIPTION: TREASURER

The overall role of the Treasurer is to maintain an overview of SU3A's affairs, helping ensure the organisation's financial viability and that proper financial records and procedures are maintained.

Responsibilities:

- serving on the Committee (usually meeting bi-monthly) and other committees if appointed.
- presenting at every Committee meeting up to date accounts and details of all payments made since the previous committee meeting.
- presenting budgets for approval by the Committee.
- supporting the Committee in the development of a financial strategy to ensure that:
 - (i) the financial resources of the organisation meet its present and future needs;
 - (ii) appropriate reserves, investment and risk policies are in place and regularly reviewed;
 - (iii) accounting procedures and security procedures are constantly reviewed and upgraded whenever necessary
 - (iv) there is no conflict between any investment held and the aims and objectives of the charity
- ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, eg the Charity Commission
- advising on the financial implications of the strategic plan and annual work programme
- monitoring investment activity and ensuring its consistency with policies and legal responsibilities
- ensuring that the accounts are examined in the manner required and that any recommendation of the Independent Examiner is reported to the Committee
- providing for publication in Links the examined accounts and Independent Examiners Report
- keeping the Committee informed about its financial duties and responsibilities
- contributing to the fundraising strategy of the organisation
- making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- sitting on recruitment panels as required
- submitting annual returns, including Charity Commission
- submitting gift aid claims to HMR&C
- ensuring that Groups accounts are submitted to the Treasurer, where required by the *Guidelines for Coordinators*.

Skills:

In addition to the qualities needed by all trustees, the Treasurer should ideally also possess the following:

- financial qualifications and experience
- some experience of charity finance and the voluntary sector generally
- the skills to analyse proposals and examine their financial consequences
- a preparedness to make unpopular recommendations to the Committee

- a willingness to be available to other members for advice and enquiries on an ad hoc basis

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