

# **Role description: Treasurer For UKLGIG**

## **Role title: Treasurer (trustee)**

Reports to: The Trustee Board and Finance Sub-Committee

### **Purpose of the role**

The responsibilities of the Treasurer are shared with all the Trustees and the Executive Director but they have the lead responsibility,

- to take the lead role in ensuring the financial affairs of the organisation are conducted within legal requirements, accounting conventions and good practice
- in partnership with the Executive Director, Finance Sub-Committee and Trustee Board, to ensure the financial viability and development of the organisation.

The Treasurer is not expected to maintain accounts, prepare draft budgets or produce financial reports which are tasks undertaken by the Administrator and Accountant.

### **Main duties**

- ensure the Board and sub-committee fulfil their financial responsibilities
- ensure proper systems for budgeting, financial control, insurance, and reporting
- keep Board members and sub-committee members informed about the organisation's finances by written report and discussion, at least on a quarterly basis
- communicate with relevant staff and other Board members so as to maintain a clear and timely picture of the financial health of the organisation
- ensure compliance with Inland Revenue and Customs and Excise (VAT) requirements as appropriate
- ensure financial reports are comprehensible and properly discussed and understood
- ensure financial reports are provided in the proper format and at the proper time, as required by other bodies in law
- ensure the appointment of auditors or independent examiners
- provide a financial report to members as part of the annual report on an annual basis.
- Ensure financial viability and development of the organisation
- Ensure the committee develops a long-term financial strategy including reserves policy for the organisation with objectives which can be monitored
- Provide financial advice and oversight of fundraising applications and activities with an knowledge and understanding of grants fundraising and management including restricted and unrestricted funds.
- monitor progress in budget implementation
- ensure appropriate financial goals are set for the resources available to the organisation.

## **Key qualities**

- a knowledge of financial accounting and reporting procedures
- ability to communicate financial information to those who may have little or no financial background
- strategic financial planning skills
- Committed to the aims of the organisation and willing to be a member of it.

## **Experience**

- ideally some experience as a trustee or at Board level but this could be your first trustee role if you have knowledge and enthusiasm,

## **Commitment**

- Board and Finance Subcommittee Meetings take place at our offices in Southwark and are mostly in the evening (6.30 – 8.30pm ) , but being able to come in during office hours for an hour or so once a quarter to meet with staff would be a help. This is a very busy time and also a time of transition so expect a time commitment equivalent to maybe 1-1.5 days a month to start with. Each year we have a strategic planning day (usually on a Saturday) which all trustees attend.