# Diagram  Description automatically generated with low confidence

# **Role Description – Treasurer**

This document is a working guide to the responsibilities of the role. The Articles of Uttlesford Citizens Advice are the ultimate definition and, if there is any contradiction in this document, the Articles prevail. The Articles limit the tenure of the Treasurer to a maximum of six years and a past Treasurer cannot return to the role within two years.

The role of Treasurer is decided annually by the Board, normally at the first meeting of the calendar year.

## **Appointment requirements:**

* Must successfully complete the trustee induction process
* Must complete mandatory training as specified by CitA from time to time

## **The responsibilities of the Treasurer:**

* Manage and monitor the financial activities of the Charity.
* As a minimum every quarter prepare and present financial reports and accounts to the Board of Trustees.
* Prepare quarterly green and annually yellow sheets for Cita.
* Produce initial draft annual budget (in consultation with CEO) and present to the Board for review and finalisation.
* Assist the Board with financial planning and monitoring of budgets and finaces.
* Ensuring that all financial reports, annual statements of account and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations.
* Ensuring that the Charity is financially able to function, has appropriate reserves and accounting procedures and controls in place.
* Prepare the Annual Statement of Accounts in compliance with the SORP Accounting for Charities for independent examination and approval by the Board and presenting these at the Annual General Meeting.
* Administering the process of Independent Examination of the Annual Statement of Accounts in accordance with Charity Law.
* Membership and attendance of any finance working groups or sub-Committees set by the Board where appropriate.
* Liaising with the bureau’s CEO about financial matters.
* Ensuring that Money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts are submitted to funders as needed.
* Liaising with staff pension provider in administering the pension scheme

## **General Board responsibilities:**

* To be a full and active participant in Board meetings and activities.
* To uphold the responsibilities of the Board as outlined in Articles.
* Willingness and eligibility to act as a Charity Trustee for the Charity.
* Contribute to the strategic aims and future development of the Charity.
* An understanding of their own role, and the role of others on the Board.
* A commitment to understanding and forming opinions on the key discussion points and responsibilities of the Board.
* Willingness to complete various tasks which support the work of the Board and aims of the Charity.

**Personal skills and qualities**

• Financial qualifications or experience

• some experience or knowledge of charity finance, fundraising and pension schemes

• The skills to analyse proposals and examine their financial consequences

• Preparedness to make unpopular recommendations to the board

• Willingness to be available to staff to provide advice and guidance on financial matters.