

**TREASURER ROLE**

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

In addition to the general responsibilities of a Director, duties of the treasurer include the following:

* Overseeing and approving budgets, accounts and financial statements
* Being assured that the financial resources of the organisation meet its present and future needs
* Ensuring that the company has an appropriate reserves policy
* Preparing and presenting financial reports to the board of directors
* Ensuring that appropriate accounting procedures and controls are in place
* Advising on the financial implications of the organisation’s strategic plans
* Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
* If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
* Keeping the board informed about its financial duties and responsibilities
* Sitting on appraisal, recruitment and disciplinary panels as required (optional)

**Person specification**

In addition to the person specification for a director, the treasurer should have the following qualities.

* Financial qualifications and experience
* Preferably some experience of company and charity finance, awareness of various schemes within CPA, e.g. pensions, direct payments etc.
* The skills to analyse proposals and examine their financial consequences
* Being prepared to make unpopular recommendations to the board
* A willingness to be available to staff for advice and enquiries where needed.