

# Treasurer role profile

The treasurer is an officer of the trustee board and not a paid worker. The role of the treasurer is to ensure that all the finances and the supporting financial control systems are robust and compliant with relevant regulations. He / she prepares regular financial reports, monitors cash flow, and prepares year-end statutory accounts, forecasts, budgets, and financial strategic plans. You will supervise and support a financial accountant who does the book keeping up to management accounts level. Day-to-day management of the charity is the responsibility of the chief executive but always within limits agreed by the trustee board as recommended / monitored by the treasurer. The duties and qualities outlined below are in addition to the general trustee role.

**Main duties and responsibilities**

**Financial accounts**

* Review all bank account reconciliations quarterly
* Supervise and support the financial accountant who reconciles bank accounts, does the book keeping, and prepares quarterly management accounts. Review the quarterly management accounts and submit to the Finance Committee.
* Prepare year end statutory accounts and ensure they are prepared in compliance with the SORP (FRS102) for charities, the Charities Commission and the Companies Acts, and making arrangements for them to be independently examined, as required by the Charity Commission.
* Provide copies of the signed annual accounts to the Hon. Sec for filing with the Charity Commission and Companies House within statutory timescales

**Budgets and planning**

* Prepare budgets annually and obtain trustee board sign off each April
* Review and update forecast of annual turnover
* Prepare and submit annually a three year financial business plan

**Financial control and compliance**

* Comply with the financial policies and procedures of the charity
* As an Information Asset Owner you have a responsibility to comply with Information Assurance and GDPR policies and requirements
* Liaise with the CEO to prepare costings for funding bid applications per the agreed limits
* Ensure capital expenditure authorisations and limits are followed. Prepare expenditure justifications where appropriate
* Ensuring that money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts demonstrating this are submitted to funders
* Submit financial reports to Citizens Advice as required and meet financial obligations of CA Membership Scheme
* Ensure insurance cover is appropriate and adequate and renewal of annual premiums

**Relationship with the chair and trustee board**

* Provide financial advice as required to the chair and trustee board
* Guide and advise the board in the approval of budgets, accounts and financial statements, within a relevant financial policy framework
* Keeping the board informed about its financial duties and responsibilities
* Advising on the financial implications of the charity’s strategic plans and key assumptions in the operational plan and annual budget
* Ensuring that all board members have a clear understanding of the accounts presented at meetings and the implications that they reveal
* Ensuring that a realistic budget is produced which meets all the charity’s needs and that there is an appropriate reserves policy
* Presenting the accounts at the AGM and drawing attention to important points in a coherent and understandable way
* Liaising with the chief executive about financial matters

**Treasury**

* Act as key contact on the main bank accounts
* Liaise with the financial accountant about transferring money between savings bank accounts to optimise interest income.

**Payroll**

* Act as relationship manager with the payroll provider
* Review payroll before electronic banking payroll payments are set up.
* Manage relationship with pension provider and ensure timely payment of monthly contributions.

**Personal skills and qualities**

* You have a recognized professional financial qualifications and experience
* You have experience or knowledge of charity finance, fundraising and pension schemes
* You are familiar with Quick Books accounting system and spreadsheets
* You have the skills to analyze proposals and examine their financial consequences
* You can report and communicate complex issues
* You can work collaboratively to achieve the goals of the charity
* You are prepared to make unpopular recommendations to the board
* You have the ability to work to timetables and deadlines
* You have the time and flexibility to respond to the demands of the charity
* You are willing to provide advice and guidance on financial matters
* You can work effectively as part of a team
* You are prepared to operate within the principles of the CAB service ie: confidentiality impartiality, and independence and a personal commitment to equal opportunities
* You have a genuine interest in the work of the charity, its ethos and are willing to uphold the values of Citizen’s Advice
* You represent Citizens Advice professionally at all times.

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