

# Treasurer role profile

The Treasurer is an officer of the trustee board and the chair of the Board’s Finance sub Committee. 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. You will manage and support a financial accountant who does the book keeping up to management accounts level, forecasts and statutory accounts. You will have close contact with the Chair, Chief Executive, the Financial Accountant and other members of the Finance Committee.

The duties and qualities outlined below are in addition to the general trustee role.

**Main duties and responsibilities**

**Financial accounting**

* Supervise and support the financial accountant.
* Review the quarterly management accounts , forecasts and statutory accounts prepared by the Financial Accountant
* Understand the financial processes behind the preparation of quarterly management accounts.
* Ensure the year end statutory accounts 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**

* Review and issue budgets annually and obtain trustee board sign off each April
* Prepare and issue annually a three year financial business plan

**Financial control and compliance**

* Ensure the financial controls and policies are sufficiently robust and agreed procedures are followed.
* 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. Ensure restricted funds do not go negative at any stage.
* Approve financial reports submitted 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, chief executive and trustee board**

* Provide financial advice as required to the chair, CEO 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

**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 and accord with its key values.

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