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## **Role Description for the Treasurer of the Board of Trustees**

### **Role purpose:**

To maintain effective governance of the organisations affairs, ensuring its financial viability and ensuring that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

### **Key Responsibilities**

#### **1. Strategic**

- To assist and advise in the formation of the Charity's strategy with particular regard to ensuring that the Charity has the resources to deliver the strategy.

#### **2. Financial**

- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation.
- To oversee the appointment of external auditors and review on a regular basis.
- To work in close partnership with the Finance Manager in executing their responsibilities.

#### **3. Assets and Investments**

- To ensure that the Charity has an appropriate investment policy
- To ensure that the Charity monitors the performance of its investments and to set an appropriate reserves policy
- To ensure that all equipment and assets are adequately maintained and accounted for.

#### **4. Governance**

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis
- To be part of the Finance sub-committee and attend regular meetings.

**In addition to the responsibilities outlined above, the Treasurer as a Trustee has the following general responsibilities:**

- Contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall strategy and policy, setting targets and evaluating performance against agreed targets;
- Ensure the financial stability of the organisation and the proper investment of the Charity's funds;
- Ensure the Charity applies its resources exclusively in pursuing its objectives;
- Ensure the effective and efficient administration of the Charity;
- Safeguard the good name and values of the Charity;
- Declare any conflict of interest while carrying out the duties of a Trustee;
- Be collectively responsible for the actions of the Charity and other Trustees;
- Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising;
- Attend monthly trustees meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting;
- Keep informed about the activities of the charity and wider issues which affect its work.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise.

**What skills do I need?**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion, preferably lived experience of special educational needs/neurodiversity.
- Enthusiasm for our vision and mission and lived experience and/or appreciation and understanding of inclusion.
- Relevant professional qualifications (e.g. ACCA, CIMA, ACA).
- Ability to build trust and maintain positive working relationships.
- Experience in a senior financial management role.
- Excellent understanding of charity finance regulations, accounting standards and tax requirements.
- Willingness to lead according to our values - Our work is informed by personal experience and empathy, is non-judgmental and inclusive.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**How do I find out more?**

Contact Ruth Pearse [ruth@parentingspecialchildren.co.uk](mailto:ruth@parentingspecialchildren.co.uk) for more information.