

RICHMOND CARERS CENTRE **Carers Trust Network Partner**

TREASURER

Job description

General Duties and Responsibilities

(in addition to the general responsibilities of a trustee)

The overall role of the treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

- Overseeing, and presenting budgets, accounts and financial statements
 - Being assured that the financial resources of the organisation meet its present and future needs
 - Ensuring that the charity has an appropriate reserves policy
 - Preparing and presenting financial reports to the board
 - Ensuring that appropriate accounting procedures and controls are in place
 - Maintain the fixed asset register
 - Liaising with the chief executive and staff about financial matters
 - Advising on the financial implications of the organisation's strategic plans
 - Ensuring that the charity has an appropriate investment policy
 - Ensuring that there is no conflict between any investment held and the aims and objects of the charity
 - Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
 - Ensuring the organisation's compliance with financial legislation
 - Liaise with external auditors on financial matters in preparation of annual accounts
 - Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. 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
 - Present the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way
 - Sitting on appraisal, recruitment and disciplinary panels as required
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Person specification

(In addition to the person specification for a trustee)

- Financial qualifications and experience
- Knowledge of charity SORP requirements
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences and present recommendations to the Board
- Ability to communicate and explain financial information to members of the Board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

OUR MISSION

RCC to deliver and be the gateway to direct support, information and access to services for carers in the London Borough of Richmond upon Thames.