

Job Description Treasurer

Job Title: Treasurer of ROCC

Term of Office: Elected annually

Location: ROCC Office

Main tasks

On behalf of the trustee body to ensure that the organisation's financial procedures are met.

Main duties

A. Ensuring that the organisation's financial obligations are met

1. To make sure that it operates within the legal and financial guidelines set out in current legislation and its own financial procedures.
2. To ensure that adequate financial controls are in place and that the organisation operates within a sound financial framework.
3. To ensure all financial dealings are accounted for.
4. To ensure that grants and other funds received for specific purposes are appropriately spent.
5. To work with and support the Chief Executive in order to be satisfied that the financial information presented is comprehensive and accurate.
6. To identify any additional financial risks facing the organisation (i.e. not identified by the Chief Executive) and recommend appropriate action.
7. To advise the trustee body on the financial implications of its strategy and policy objectives.
8. To chair an annual meeting with external auditors (and any other delegated members of the trustee body) to discuss the Auditor's report and accounts: to report formally on this to the main trustee body.
9. To manage the process of appointment of Auditors to the organisation.

B. Ensuring trustee body fulfils its financial responsibilities

1. To ensure that the organisation has a satisfactory system for holding in trust for the beneficiaries of the charity any monies or property to ensure that where appropriate monies are invested to the greatest benefit of the organisation within the constraints of the law and ethical investment practices.

2. To work in consultation with the Chair and Chief Executive to recruit trustees and co-optees with specific/relevant expertise.
3. With the Chair and Chief Executive to ensure that all trustees receive appropriate advice, training and information relating to their role and that of the charity.
4. To ensure that assets are adequately maintained and insured.
5. To ensure preparation and disclosure of accounts as required by statutory bodies and by funders.
6. To safeguard the reputation and values of ROCC.

Person Specification

General

- Knowledge and experience of the voluntary and community sector; ideally some knowledge of supported housing and of ROCC itself
- Ability to offer commitment to ROCC
- Willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- Ability to think creatively
- Willingness to speak out
- Ability to listen
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to work according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Role of Treasurer

- Financial experience and ideally financial qualifications
- Some experience of charity finance and fundraising
- Ideally some knowledge of pension schemes and of investments
- The skills to analyse proposals and examine their financial consequences
- The skills to analyse and interpret fairly complex financial data
- Experience in budget-setting and monitoring
- Ability to present financial information and make it understandable for non-finance people
- Willingness and approachability to deal with enquiries from trustees and staff
- Ability to make recommendations to the Trustee Board based on sound financial advice