



Job title	Treasurer
Direct report	The Board of Trustees, the CEO
Background	Charity finance and management

The board has the benefit of the services of a volunteer book keeper / accountant who manages and handles all the day to payments and recording of income and expenditure, production of annual accounts etc. This role therefore is predominately working with the board to assess and advice on the financial position and planning. However, as part of this role the Treasurer will have access to the bank account and the ability to make payments out in line with the finance procedures doc in the absence of the accountant / book keeper

Role summary

- To be an effective trustee as laid down in the [Empathy for special children Trustee Role Description](#)
 - Monitor the financial standing of the charity and reports to the Board and CEO regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of Empathy's financial resources.
 - Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
 - Acts as a counter signatory on cheques, internet banking and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
 - Liaising with external auditors on financial issues and ensuring that Empathy's finances are responsibly managed/invested for the betterment of the Empathy's work and for the beneficiaries it serves.

In addition to your overarching responsibilities as a Trustee laid down in the document above a Treasurer are;

- Overseeing, approving and presenting budgets, accounts and financial statements to the board
- Ensure a high standard of clear and transparent management accounting is maintained in order to safeguard assets and enable the board to clearly understand the financial position.
- To monitor and approve all expenditure and income on a monthly basis and liaise with the Accountant to ensure all bills are paid in a timely manner.
- Being assured that the financial resources of the organisation meet its present and future needs

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Keeping the board informed about its financial duties and responsibilities
- Ensuring that appropriate accounting procedures and controls are in place
- Ensuring that the charity has an appropriate reserves policy
- Liaising with any paid staff and volunteers about financial matters
- 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 it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example 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
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of 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.

- Qualities of a Treasurer

Essential

- An understanding of the UK charity sector, good governance, legal requirements and a thorough understanding of the legal duties and requires of a trustee.
- A commitment to deliver the vision and mission of Empathy for special children.
- An ability to commit the time needed for the role.
- Can work within the Nolan's [Severn Principles of Public Life](#)
- A good and open communicator with the confidence to express their position but with the tolerance and willingness to listen to others and understand their point of view.
- **Financial qualifications and experience**
- **Some experience of charity finance, fundraising and pension schemes**
- **The skills to analyse proposals and examine their financial consequences**
- **Being prepared to make unpopular recommendations to the board**
- **A willingness to be available to staff for advice and enquiries on an ad hoc basis**
- Desirable
- Experience of electronic communication and storage systems

- Lived SEND experience.

Time commitment and location

- The board meets at least 4 times a year.
- You will be a member of a sub-committee which will meet at least 1 / month.
- As a board officer you will be required to work closely with the CEO and other officers to manage the day to day running of the organisation.
- Attendance at award meetings or fundraising meetings is optional.
- Board meetings are held in a variety of locations around the county and virtually.
- The ability to see the need and work with others to achieve the common goal of 'Giving every child an equal opportunity for a fun and fulfilled childhood'.