

**ROLE DESCRIPTION – SHE UK TREASURER**

**Supporting; Healing; Educating**

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| Job Title: | Treasurer  |
| Responsible to: | Chair and Board of Trustees  |
| Salary: | Unpaid. Reasonable expenses incurred while travelling to meetings can be claimed from the organisation. |
| Level of commitment required: | Bimonthly board meetings. The Treasurer is also expected to have regular meetings with the CEO to review financial performance. Additional time may be required to prepare for board meetings and when appropriate to lead on financial initiatives.  |

Role of the Treasurer

The role of the Treasurer is to maintain an overview of the SHE UK’s finances, ensure its financial viability and ensure proper financial records and procedures are maintained.

Duties of the Treasurer

In addition to the responsibilities of a trustee the Treasurer’s duties are to:

* Assure that the financial resources of the organisation meets its present and future needs.
* Advising on the financial implications of SHE UK’s development plans.
* Oversee the annual budgeting cycle.
* Ensure regular financial management accounts, showing performance against budget, are produced and presented to the board.
* Prepare any additional financial reports required by the board.
* Ensure the year-end accounts are prepared and disclosed in the form required by the regulatory bodies and funders.
* Ensure the year-end accounts are externally scrutinised in the manner required.
* Making a formal presentation of the year-end accounts at the Annual General Meeting and draw attention to points in a coherent and easily understandable way.
* Ensure the appropriate accounting procedures and controls are in place and complied with.
* Ensure that the charity has an appropriate reserves policy.
* Ensure the payment of salaries, PAYE, National Insurance, Statutory sick pay, pensions and expenses and to ensure submission of returns to appropriate bodies.
* To ensure the organisation is adequately insured for property, employer’s liability, public liability and other such risks as directed by the board.
* Ensure that SHE UK have an appropriate investment policy including taking advice.
* Ensure there is no conflict between any investment held and the aims and objects of the charity.
* Liaise with the CEO about financial matters.
* Keep the board informed about its financial duties and responsibilities.
* Contribute to the fundraising/income generation strategy of the organisation.
* To be a signatory on all SHE UK’s bank accounts.

**PERSON SPECIFICATION – SHE UK TREASURER**

In addition to the specification for a trustee the Treasurer requires the following qualities:

* Financial qualifications and experience
* Knowledge of management accounting and budgeting.
* Knowledge of the Charity Commission Statement of Recommended practice (SORP) for annual reporting to the Commission.
* Some experience of charity finance and fundraising.
* Ability to communicate and explain financial information simply.
* The skills to analyse proposals and plans and to examine their financial consequences.
* Being prepared to make unpopular recommendations to the board.
* A willingness to be available to the CEO and other relevant staff for advice and enquiries on an adhoc basis.