

## **Downright Excellent (DEx) Treasurer role description**

The DEx treasurer maintains an overview of the organisation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. They also lead on the development of DEx's financial and fundraising strategies. The role and person specification are summarised below.

### **1. General responsibilities**

- Working with the honorary secretary, ensure that DEx complies with its governing document, charity law, company law and any other relevant legislations or regulations
- Ensure that appropriate accounting procedures and controls are in place.
- Advise the board on how to carry out its financial responsibilities and take a lead in interpreting financial data to them.
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Liaise with relevant staff, freelancers, Board members and volunteers to ensure the financial viability of the organisation.
- Ensure any recommendations of the Independent Examiner are implemented.

### **2. Financial planning including budgeting**

- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Appraise the financial viability of plans, proposals and feasibility studies.
- Advise on the financial implications of DEx's strategic and operational plans.
- Ensure that the organisation has appropriate reserves and investment policies
- Advise on DEx's fundraising strategy.
- Ensure that there is no conflict between any investment held and the aims and objects of the charity.

### **3. Financial recording, monitoring and control**

- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Monitor DEx's investment activity and ensuring its consistency with its policies and legal responsibilities.
- Ensure that equipment and assets are adequately recorded, maintained and insured.
- Be responsible as the main contact for DEx bank accounts and ensure they are well managed.
- Ensure required insurances are in place.

### **4. Financial Reporting**

- Oversee the production of financial reports/returns, annual accounts and audits.
- Present financial reports to the board in a format that helps the board understand the charity's financial position.
- Make a formal presentation of the accounts at the annual general meeting and draw attention to important points in a coherent and easily understandable way.

- Ensure that the accounts are prepared and disclosed in the form required by the Charity Commission, Companies and funders.

### **The complementary roles of the Trustees and honorary officers:**

Trustees work with the honorary officers to ensure good governance of the organisation. The Treasurer is also a Trustee.

### **General Responsibilities of a Trustee**

- Ensure that the organisation pursues its objects as defined in its governing document.
- Ensure the organisation applies its resources exclusively in pursuing its objectives
- Be collectively responsible for the actions of the organisation and other Trustees
- Ensure the financial stability of the organisation and the proper investment of the organisation's funds
- Ensure the effective and efficient administration of the organisation
- Protect and manage the property of the organisation
- Safeguard the good name and values of the organisation
- Participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising
- Declare any conflict of interest while carrying out the duties of a Trustee
- Attend meetings and read papers in advance of meetings
- Attend sub-committee meetings as appropriate
- Keep informed about the activities of the organisation and wider issues which affect its work.
- Appoint the chief executive officer and monitor her/his performance.

### **DEx Treasurer - personal and professional qualities and experience**

- Qualified or part qualified accountant with at least 3 years' experience of working in a financial role in the charity sector
- Working knowledge of the legal obligations of charities under the Companies Act and Charities Act, e.g. the Statement of Recommended Practice for charity accounting (SORP)
- Strong leadership skills - not just content to do the day job - thinking wider about the whole organisation and possibilities/links
- Proactive, entrepreneurial, coming up with ideas around improvement and development
- Willingness to devote the necessary time and effort
- A willingness to be contacted on an ad hoc basis.
- Good, independent judgement
- Good communication and interpersonal skills
- Ability to ensure decisions are taken and followed-up.
- Willingness to speak their mind and join in non-financial discussions
- Ability to work effectively as a member of a team

*DEx aims to uphold Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.*

**Time Commitment:** The role of the Treasurer requires an estimated commitment of **8 hours per month**