

Treasurer role description and person specification

Role Title:	Treasurer
Location:	Any UK location
Commitment:	Approximately 6 hours a month and attend 4 meetings a year
Liases with:	Trustees, management team, external agencies (HMRC, Pension Regulator, Charity Commission, auditors, accountant)
Direct Reports:	Finance volunteer(s)
DBS check:	Basic Disclosure
Purpose of role:	To lead on and oversee the financial affairs of our charity on behalf of fellow trustees, ensuring all legal, constitutional, and accepted accounting practices are met. To monitor and report on the financial health of the organisation to fellow trustees and oversee the production of necessary financial reports, returns, accounts and audits for statutory bodies (Charity Commission, HMRC, Pension Regulator) and external auditors.

Key responsibilities

Financial leadership and reporting

- To ensure the charity complies with its governing document, its own financial rules and relevant legislation and regulations
- Lead on finance policy development and make fellow trustees aware of their financial obligations and the financial implications of their strategy and policy objectives
- Liaise with fellow trustees, operational management staff and volunteers to appraise the financial viability of budgets, financial plans, feasibility of proposals and contracts

- Lead on the reporting and interpretation of financial data to fellow trustees in a timely manner in conjunction with the operational management staff and volunteers
- Liaise with HMRC, pension provider, pension regulator and Charity Commission on behalf of the trustees
- Lead on appointing of accountants and external auditors and liaise with them as appropriate on behalf of fellow trustees
- Work closely with the compliance trustee to ensure there is a robust system of internal financial audit in place and advise fellow trustees on audit outcomes, and actions required

Financial oversight

- To ensure appropriate financial risk management and reserves policies are in place, monitored and communicated to fellow trustees
- Be the designated bank contact and oversee the management of bank account administration (authorised signatories, issuing of bank cards, reviewing of bank statements)
- Have oversight of the Xero finance, payroll and other systems (HMRC, pension provider submissions) ensuring dual control is built in and appropriate safeguards are in place
- Oversee the production of annual budget and propose its adoption before the beginning of the financial year (April to March)
- To liaise with operational management staff and volunteers to ensure financial information (e.g, balance sheet, cash flow, bank balances, fundraising performance) is reported to fellow Trustees in a timely manner and be satisfied that this is comprehensive and accurate
- Ensure proper records are kept and that effective financial procedures and controls are in place including the following:
 - Monitor the authorisation process for financial transactions
 - Ensure effective purchasing procedures and processes are in place
 - Agree purchasing limits and monitor petty cash use
 - Oversee monthly payroll and authorise salary, PAYE, pension and NI payments
 - Oversee all other financial controls as appropriate

Volunteer Management

- Supervise finance volunteer(s) in conjunction with operational members of staff to ensure all records and entries to the Xero finance system are kept up to date and reflect accurate reporting
- Lead on the recruitment and appointment of volunteer finance and admin officers as required
- To assist fellow trustees (the Chair in particular,) to identify, recruit, appoint and induct the next Treasurer of the board of trustees

Person Specification

- Show commitment to Plushealth as an emerging charity and demonstrate a willingness to devote the necessary time and effort to the office of Treasurer trustee
- Ability to work constructively as part of a team, understanding the roles and responsibilities of others and to take collective decisions that further the purposes of the charity and safeguard its future
- Demonstrate excellent organisational skills with the ability to work remotely using own initiative and as part of a wider team
- Show sound, independent judgement, ability to think creatively and a preparedness to make unpopular recommendations to fellow trustees, operational management staff and volunteers
- Demonstrate an understanding and acceptance (or willingness to learn) of the legal duties, responsibilities and liabilities for the office or treasurer and wider trustee role
- Have previous experience in a finance role or demonstrate a good understanding of financial management, preferably with some experience within the charitable sector
- Demonstrate the ability to analyse financial reports, budgets, service proposals, and contracts and examine their financial consequences
- Show a willingness to be available to staff and volunteers for advice and enquiries on an ad hoc basis (either by email phone video call) as appropriate
- Demonstrate some previous experience of recruiting, training and managing a team of staff and volunteers
- Demonstrate a good understanding of diversity and equality in relation to the recruitment, training, and management of a team of staff and volunteers