

## Younger People with Dementia (Berkshire) CIO

### Role Description for Treasurer

#### Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

#### Specifically

- Liaise with relevant staff, Trustees and/or volunteers to ensure the financial viability of the organisation.
- Make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at bi-monthly Trustee Meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last Trustees Meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
  - Cheque signatories
  - Purchasing limits
  - Purchasing systems
  - Petty cash/float
  - Salary payments
  - Pensions
  - PAYE and NI payments
  - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

#### Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management.
- Good financial analysis skills.
- Ability to communicate clearly, verbally and in writing.
- Experience or knowledge of accounting/bookkeeping and/or good numeracy skills
- Attention to detail.
- Willingness to work as part of a team.
- Confident in the use of IT systems.