

## Treasurer (Trustee) Role Description

Remuneration:	The role of Treasurer (Trustee) is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	Exeter.
Reporting to:	Chair of the Board of Trustees.

In addition to the general role and responsibilities of a trustee (see separate Trustee Role Description), the Treasurer has the following role:

### The Treasurer Role

The Treasurer is responsible for the book keeping and maintaining the accounts. They are also responsible to (and with) the Board of Trustees for the financial oversight of the charity and to support and liaise with the Chief Executive and other staff (once appointed) with financial responsibilities.

#### The role includes:

- Setting up our accounts systems and ensuring that accounts are kept up-to-date using relevant book-keeping/accounting procedures.
- Helping to set up and maintain the charity’s financial policies and procedures.
- Setting up the charity’s bank accounts, being one of three account signatories, paying in cash and cheques, administering the bank accounts, liaising with the bank regarding the accounts and reporting the status of the accounts to the Trustees.
- Arranging for funds to be dispersed by various channels (e.g. cheques, cash for expenses etc).
- Attending 6-8 weekly meetings of the Board of Trustees to present financial reports, advise on financial issues and to contribute to wider decision making as appropriate.
- Reporting on financial matters to the various sub-committees or working groups, as and when required.
- Preparing the end of year accounts in line with the requirements of the Charities Commission and Companies House (with the assistance of a qualified accountant).
- Keeping abreast of legal financial requirements (e.g. auditing, reporting etc), seeking advice from the Charities Commission and other relevant bodies. Liaising with professional advisors.

#### Once the Chief Executive and staff have been appointed:

- Working with the Chief Executive and other staff with financial responsibilities to develop draft budgets for approval by the Trustees.

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- Meeting regularly with the Chief Executive and staff to receive and monitor draft financial reports and to provide ongoing advice and support as required. Giving advice in the development of appropriate financial systems.
- Supporting the Chief Executive and staff in preparing the annual accounts for external audit and other statutory returns as necessary (e.g. Companies House, Charities Commission).
- Supporting the Chief Executive and staff in ensuring the organisation complies with all legal requirements in relation to financial issues e.g. pensions, minimum wage etc.

## Person Specification

Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed.

Experience, knowledge, skills and attributes	Essential	Desirable
Commitment and enthusiasm to the work of Exeter City Farm.	X	
Commitment to devoting the necessary time and attention to the role of Treasurer.	X	
Financial management experience at a senior level within an organisation.	X	
Financial qualifications and experience.	X	
Experienced in IT based book keeping packages.	X	
Computer literate – basic word processing, spread sheets, email and use of internet.	X	
Strategic vision.	X	
Good, independent judgement. The ability to analyse proposals and examine their financial consequences.	X	
Ability to work effectively as a member of a team and to build good relationships with other trustees, staff and volunteers.	X	
Willingness to speak their mind and at times make unpopular recommendations to the Board!	X	
Knowledge of legal and Charity Commission requirements regarding financial issues.	X	
Commitment to the need for transparency and accountability with charitable funds.	X	

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Experience, knowledge, skills and attributes	Essential	Desirable
Understanding of the legal duties, responsibilities and liabilities of trusteeship.	X	
Able to communicate financial information clearly and effectively to those who are not financially literate.	X	
Able to maintain confidentiality.	X	
Committed to the aims and values of the charity.	X	
Desirable skills and experience:		
Ideally previous financial management experience at a senior level within a charity.		X
Ideally previous experience of working with Trustees.		X

**Other requirements:** You must be over 18 years old and live in the United Kingdom. We are unable to consider applications from individuals who would be disqualified from being a trustee by the Companies Act or Charities Act including anyone who has been convicted of a crime or deception or dishonesty unless the conviction is spent.

Trustees will need a DBS check prior to being accepted for the role. The charity will meet the cost of this.

### What We Expect of You

Trustee Board Meetings currently take place once every four weeks while the project is being established. The frequency will be reviewed by the end of 2017. Board meetings last approximately 2 hours.

Time commitment: An average minimum of about seven hours a month, although the workload will not be distributed evenly throughout the year, and there may be more input required whilst the role is being developed and systems are being set up initially.

### Expenses

This post is a voluntary one and there is no salary or allowance payable. Expenses will be reimbursed in line with our volunteer expenses policy.

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