Care Network Cambridgeshire – **Treasurer** Role Description

The overall role of a Treasurer is to maintain an overview of the organisation's financial affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Ensuring that appropriate accounting procedures and controls are in place
- Chair the Salary Review Sub-committee
- Liaising with the Leadership Team about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity makes appropriate investments. Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- Ensuring that the accounts are audited as required and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis
- It is desirable that a treasurer has financial experience or qualifications

Care Network's Finance Policy (clause 17) states this about the Treasurer:

The Treasurer is appointed by the Trustee Board. The remit for this post is as follows:
17.1 To oversee generally the finances of Care Network Cambridgeshire and, working with the Head of Finance, to ensure the financial control systems are maintained and to review such systems as appropriate to ensure compliance with legislation and best practice.

17.2 To review and sign documents that require the Treasurer's approval.
17.3 Report on Care Network Cambridgeshire's financial position as may be required by outside bodies.
17.4 Monitor with the Head of Finance cash flow projections and bring to the notice of the Chief Executive Officer any impending cash flow problems.
17.5 Attend meetings as required by the Chief Executive Officer and assist the Chief Executive Officer at those meetings with financial information and advice.
17.6 Assist the Head of Finance in the preparation of annual budgets.
17.7 Advise the Chief Executive Officer of the financial consequences of any proposed policy changes, instructing the Head of Finance to make any necessary budget revisions.
17.8 Report bi-monthly at the Trustee Board Meeting on the financial position and bring any irregularities to the attention of the Chair.
17.9 Give assistance to the Head of Finance and the Auditor in the preparation of the annual accounts and present the annual accounts at the Annual General Meeting.
17.10 Advise the Trustee Board on banking arrangements and investments.
17.11 Undertake random checks of financial records to ensure accuracy.