

Treasurer Role Description

The overall role of a Trustee is to:

- Maintain an overview of the organisation's affairs
- Ensure its financial viability
- Ensure that proper financial records and procedures are maintained.

General responsibilities - Trustees

- To ensure the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to WCAVA, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of WCAVA.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of WCAVA and to ensure the proper investment of the charity's funds.
- To be involved with the appointment of the Chief Executive and monitor their performance.

In addition to the above statutory duties, to use any specific skills, knowledge or experience to help the Board of Trustees reach sound decision, including:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives

Additional duties of the Treasurer (in addition to those of a Trustee)

- Overseeing, approving and presenting budgets, accounts (including the monthly BACS run) 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.
- To liaise with the Chief Executive and Finance Manager regarding preparation and presentation of financial reports to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring that WCAVA has an appropriate investment policy.
- Monitoring the organisation's investment activity and ensuring its consistency 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, e.g. the Charity Commission and the Registrar of Companies.
- Ensuring that the accounts are audited in the manner required and any recommendations are implemented.
- Informing the Board 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.
- Sitting on appraisal, recruitment and disciplinary panels as required.

Person specification of Treasurer (in addition to those of a Trustee)

- Qualified accountant or significant practical experience of financial challenges faced by a charitable organisation or business.
- Ability to analyse proposals, weighing up risks and opportunities and examine their financial consequences
- Communicate and explain honest and reliable financial advice to the board
- Willingness to be available to staff for advice and enquiries on an ad hoc basis

Time Commitment

- The Board and the sub-committees meet up to 6 times a year. The time commitment for the Treasurer is approximately 4 hours per month.