Role Description and Person Specification for Treasurer

Role: **Treasurer**

Responsible to: **Board of Trustees**

**This is an unpaid volunteer role**

**Background**

We are a national charity and our missionis to develop, support, and provide training, education, and accreditation to those working and volunteering in the addiction sector with the aim of raising standards for the benefit of those accessing services and their communities. We seek to promote the positive contributions the addiction sector makes to the wider public.

You can find more information about our work in our [2025-2028 Strategy](https://addictionprofessionals.org.uk/media/d25dntqa/strategy-25-28.pdf)

# Objective

The Treasurer will be a Trustee and Director of the charity and will advise on financial matters, ensure we meet our financial obligations and help us build a sound financial strategy for the future. The Treasurer ensures that effective and appropriate financial measures, records, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

As a Trustee you will share collective responsibility for the governance of the charity and all decisions made by the board, ensuring the organisation is well run, fulfils its mission, ensuring compliance with charity law and that the charity is open and accountable. The role description for a Trustee details the full duties and requirements for this part of the role.

**Principle Responsibilities**

**General financial responsibility**

* Liaise with the Chair, Executive Director, external accountant and auditors about financial matters.
* Present budgets, accounts and financial statements for approval by the Board.
* Ensure that the Board are equipped and understand the finances of the charity
* Ensure that robust and effective systems, policies and controls are in place for finance and investment, which are reviewed regularly. Seeking professional advice where appropriate.
* Ensure an effective system of delegation, where necessary, for finance is in place.
* Ensure that record-keeping and accounts meet the conditions of funders and statutory bodies
* Ensure compliance with relevant legislation.
* Ensure suitable financial roles, where appropriate, are in place to fulfil our finance function.
* Ensure that financial risks are reviewed by the board annually.
* Keeping the board informed about any changes in financial regulations, legislation and the investment landscape

**Financial performance, reporting, planning & budgeting**

* Advise on the financial implications of strategic and operational plans.
* Provide advice and support to project groups in financial matters
* Prepare regular reports on the organisation's financial position, including performance against budget, to the Board.
* Ensure effective monitoring and reporting.
* Liaise with designated staff and volunteers for accounts preparation and audit, as required.
* Present accounts at the AGM.
* Prepare, agree with the Board and file the annual report and accounts with the Charity Commission on time.
* Review and advise on Charity’s reserves policy and investment policy

**Banking, book-keeping and record-keeping**

* Oversee bank account management and ensure that appropriate systems for bookkeeping, payments, and petty cash are in place and records of all transactions kept
* Ensure everyone handling money keeps proper records and documentation

**Control of fixed assets**

* Ensure proper records are kept.
* Ensure required insurances are in place.

The above list is indicative only and not exhaustive. The Treasurer will be expected to perform all such additional duties as are reasonably commensurate with the role.

## **Terms**

The Treasurer will initially serve a 1 year term.

## **Person Specification**

This details the experience, skills and behaviours the person fulfilling the role would need to successfully carry out the above role description

|  |  |  |
| --- | --- | --- |
| CATEGORY | ESSENTIAL | DESIRABLE |
| KNOWLEDGE AND EXPERIENCE | * Knowledge and experience of financial management. * Experience of all aspects of financial management, management accounts, cashflow, budgeting and financial decisions. * Experience of presenting and explaining complex financial information to support decision making. | * Either full or part finance qualified (e.g. CIMA/CIPFA/ACCA/CA AAT or finance degree). * Knowledge of charity sector and current fundraising and finance practice. * Financial experience at a senior level. * Previous experience of working in the voluntary sector environment. * Experience of charity finance. * Previous experience of being a Treasurer. |
| APTITUDES/SKILLS | * Good financial analysis skills to examine financial consequences of proposals and plans. * Ability to think creatively and proactively look for new opportunities * Ability to communicate clearly. * Business planning and Strategy. | * Bookkeeping systems * Excel. |
| PERSONAL QUALITIES/BEHAVIOURS | * Good communication and presentation skills * Ability and patience to explain complex data and engage the board effectively * Creative and open to new ideas from others * Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause |  |
| CIRCUMSTANCES | Hours are completely flexible and may involve evening and weekend attendance at events and meetings. May involve travel and working from home. |  |