

## **Voluntary Action Rutland (VAR)**

## **ROLE DESCRIPTION & SPECIFICATION**

### **Role: Treasurer (Voluntary Trustee position)**

#### **Overview:**

1. To maintain an overview of VAR's financial affairs, and ensure that they meet all necessary legal requirements;
2. To ensure that appropriate records are kept and that there are effective financial procedures in place;
3. To monitor and report on the financial health of the organisation;
4. To participate actively in risk management processes; and
5. To oversee the production of necessary financial reports/returns, accounts and audits.

#### **General responsibilities:**

1. To liaise regularly with the Chief Executive, relevant staff and Trustees to ensure the financial viability of the organisation;
2. Ensure that the Trustees are aware of their financial obligations and to take a lead in interpreting financial data;
3. To ensure that there are regular financial reports available for Board meetings;
4. To contribute to the collegiate decision making of the Board;
5. To participate in regular risk management processes;
6. To contribute towards a strategic, forward looking, financial summary in accordance with VAR's Business Plan;
7. To oversee the production of an annual budget, in consultation with the Chief Executive & Finance Officer;
8. To ensure that proper records are kept and that effective financial procedures are in place;
9. To appraise the financial viability of plans and proposals;
10. To lead on appointing and liaising with auditors and/or an independent examiner; and
11. To lead the Finance Sub Group (FSG) meetings.

#### **Treasurer Person Specification:**

1. Commitment to the aims, objectives and values of VAR;
2. Willingness to give the time and effort required to fulfil the role;
3. Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations;
4. Knowledge of bookkeeping and financial management, as required;
5. Sound financial analysis skills; and
6. Ability to communicate clearly.

Date of acceptance: December 2011

Last Reviewed: July 2019

Next Review: July 2021