

Treasurer Job Description

Charity Overview:

Angels is an experience-led charity, based in Hertfordshire, which provides individualised, professional expertise and advice to parents/carers of autistic children and/or children with ADHD (including those awaiting diagnosis). We work alongside parents to build understanding of their children's conditions, their rights, ensuring their needs are met at home, at school, and in the community. We work mainly with parents from Hertfordshire, Bedfordshire and Cambridgeshire but our remote support is accessed from other areas of the UK.

We have an office in Letchworth and currently have 7 Trustees and 7 part time staff.

Role Description:

This is a volunteer role for a Treasurer who will be responsible for managing and monitoring the finances of the charity and helping the other Trustees understand the financial position. The role will involve regular attendance at Trustee meetings (online) and additional meetings, as required, with the Finance Manager to oversee financial procedures and controls.

Key Skills required:

- Knowledge of accounting principles and financial management
- Good financial analysis skills
- Experience of managing budgets and financial reporting
- Ability to communicate clearly
- Knowledge of current charity finance regulations would be helpful but not essential as training can be provided.
- A professional accounting qualification is not essential

The Role:

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits/independent examinations.

Specifically:

- Liaise with relevant staff and Trustees to ensure the financial viability of the organisation and that resources are used effectively in line with the objects of the charity.
- Keep the other Trustees aware of their shared financial responsibility and take a lead in interpreting financial data to them.
- Oversee the reporting of the financial position at Trustee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of the end of year accounts and annual budget- proposing their adoption to the other Trustees.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Banking signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraising the financial viability of plans and proposals.
- Lead on appointing and liaising with auditors/an independent examiner.

The Treasurer will not be required to carry out day to day bookkeeping, payroll, arranging payments to staff or suppliers or preparing accounts or other financial reports. They will just need to liaise with the Finance Manager to ensure these tasks are being carried out appropriately.