**Treasurer Role Description**

We’re looking for a Treasurer who is skilled in budgeting and strategic financial planning, has experience of management and statutory financial reporting as well as being familiar with creating a reserves

strategy to help safeguard The Activity Den’s future.

We expect the time commitment to be 8 – 12 hours per month.

**Purpose**

A key member of the Board of Trustees, overseeing the financial affairs of the Charity and ensuring they are legal, constitutional and conform to accepted accounting practice.

**Responsibilities**

* Review existing Finance policies and procedures and implement improvements where required.
* Build a team of finance volunteers with clear roles and responsibilities for delivery.
* Ensure proper records are kept and that effective financial procedures are in place.
* Monitor and report on the financial health of the organisation including putting in controls that minimise the opportunity for fraud.
* Oversee the production of necessary financial reports/returns, accounts and audits.
* Oversee regular reconciliations and ensure the Charity makes the best use of its restricted and unrestricted funds.
* Liaise with relevant staff, trustees and/or volunteers to ensure the financial viability of the organisation.
* Manage the relationship and be a key signatory with the Charity’s Bankers
* Make fellow board members aware of their financial obligations and take a lead in interpreting financial data to them.
* Regularly report the financial position at relevant meetings including Board Meetings (balance sheet, cash flow, fundraising performance etc), explaining any technicalities in the accounts in plain language which can be fully understood by the trustees.
* Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
* Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
  + Cheque signatories
  + Purchasing limits
  + Purchasing systems
  + Petty cash/ float
  + Salary payments
  + Pensions
  + PAYE and NI payments
  + Others as appropriate
* Appraise the financial viability of plans, proposals and feasibility studies.
* Lead on appointing and liaising with auditors/an independent examiner.
* Oversee bookkeeping duties ensuring posting and bookkeeping is kept up to date.

**Qualities**

* Knowledge and experience of current and finance practice relevant to voluntary and community organisations.
* Knowledge of Sage or similar accountancy software system.
* Knowledge of bookkeeping and financial management.
* Good financial analysis skills.
* Ability to communicate clearly.

**The Activity Den**

November 2023