

## **OneBodyOneFaith**

### **Role description: Treasurer**

The overall role of the Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

#### **Treasurer of OneBodyOneFaith**

In addition to the general responsibilities of a trustee, duties of the treasurer include the following:

##### **Operational**

- Advising and supporting the Chief Executive and other staff members in relation to the development and implementation of appropriate financial processes and procedures
- Being an authorised signatory for bank accounts, and authorised user of online banking, and authorising payments in line with agreed processes and procedures.

##### **Payroll**

- Acting as a named contact for the external payroll provider
- Setting up payments to staff, HMRC and pension providers

##### **Strategic**

- Advising on the financial implications of the organisation's strategic plans
- Overseeing, approving and presenting budgets, accounts 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

##### **Governance**

- Keeping the board informed about its financial duties and responsibilities
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Ensuring that the charity has an appropriate investment policy
- Ensuring that the accounts are prepared and disclosed in the form required by the Charity Commission and the Registrar of Companies
- Ensuring that the accounts are independently examined and any recommendations are implemented
- 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

## **Person specification**

In addition to the person specification for a trustee, the treasurer should have the following skills, qualifications and experience:

- Financial qualifications and/or experience
- Some experience of charity finance and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis
- Availability to attend the OneBody office in Newark on occasions and meetings with independent examiner annually, for which travel expenses will be reimbursed.

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