

Emmaus Mossley - Treasurer

Role description and person specification

Overall responsibility

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

The role is a voluntary and honorary one, and is not a formally constituted position. Financial responsibility remains the joint responsibility of the whole Board of Trustees. However, the Board finds it useful to have a member with a particular focus on finance who can provide advice and direction to fellow Trustees.

The role will include working with our Auditors, guiding the Board's approach to investment and reserves and assisting in the identification and mitigation of risks.

Working closely with the Chair and Chief Executive to promote the highest standards of governance the Treasurer will play a critical role in setting the overall direction and culture of the organisation.

Main duties and responsibilities

As a trustee of the charity, the Treasurer carries the same responsibilities as a normal board member. The Treasurer is additionally asked to lead on the following responsibilities:

1. Monitoring the financial administration of the charity and keeping the Board informed about its financial duties and responsibilities.
2. Assuring the Board that the financial resources of the charity are being directed to towards the charitable objectives and mission.
3. Monitoring and advising on the financial viability of the charity.
4. Overseeing the preparation of, and presenting, financial reports to the Board (and such sub committees as appropriate) for each of their meetings.
5. Overseeing and supporting the preparation and presentation of budgets, accounts, and financial statements, as and when needed.
6. Advising on the financial implications of the charity's strategic plan and of any projects, activities and fundraising it may undertake.
7. Ensuring that the charity's financial accounts are prepared in a suitable format compliant with legal, accounting, and Charity Commission requirements, and liaising with the auditors/independent examiners as appropriate.
8. Assisting with the presentation of the Accounts at the Annual General Meeting and drawing attention to important points in an easily understandable way.
9. Ensuring the charity has sound financial policies (including a reserves policy) and robust financial management, financial controls, and reporting systems in place.
10. Overseeing the charity's financial risk-management process.
11. Liaising with and supporting paid staff and volunteers about financial matters.

12. Acting as an authorised signatory on charity cheques, payments, and agreements with funders.

Person Specification

The following characteristics, knowledge and experience (or commitment to gain them) would be advantageous to the role of treasurer:

- Treasurer, Financial Director or Senior Financial Management experience
- Business planning skills
- General understanding of the financial reporting requirements for charitable companies and organisations
- Knowledge and/or understanding of charity finance and fundraising
- Skills to analyse proposals and options and examine their financial consequences
- Willingness and ability to make unpopular recommendations to the Board when it is appropriate to do so
- Sufficient time and commitment to fulfil the role
- A commitment to the values and principles of Emmaus
- Highly developed interpersonal and communication skills
- Proven leadership and organisational skills
- Ability to understand complex strategic issues, analyse and resolve difficult problems
- Sound, independent judgement, common sense and diplomacy
- High standards of personal integrity and probity
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- A clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees
- Sound knowledge of governance