**Role:** Treasurer of Management Committee

**Background:** A general background in strategy, governance, finance, fundraising within a housing or social care context. Previous experience of accountancy would be useful.

# Role Summary

* To ensure that essential appropriate accounting procedures and controls are in place.
* Ensures that the organisation complies financial procedures and processes set out in the governing document.
* To ensure compliance with relevant legislation, the organisation’s governing document (Rules), charity law and company law.
* Work in partnership with the CEO and Chair to ensure that the recommendations of the auditors are implemented.
* Facilitates the Committee in stimulating excellent, well-rounded and carefully considered strategic decision-making.
* To ensure that accounts meet the conditions of contractual agreements with agencies such as funders and statutory bodies.

**Main Responsibilities of the Treasurer**

**In relation to the Committee**

* Assist the Chair and management committee to formulate strategic plans and regular review of long-term strategic aims of the organisation.
* Inform organisational financial polies
* To present financial reports to the board, including the organisation’s end of year accounts.
* Advice on the financial implications of the organisation’s operational plans and strategies
* Advise on the organisational fundraising strategy
* Ensure that there is no conflict between investment and CIHA’s mission and values.

**In relation to the CEO**

* Assist the Chair to appoint the CEO and contribute to the process of appraising and constructively guiding the performance of the CEO.
* Assume guardianship of the legal and financial integrity of the organisation.
* Advise the Chair and CEO on matters of financial strategy.
* Oversee the CEO’s activities in the context of financial responsibility
* Together with the Chair maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
* Receive regular informal progress reports of the organisation’s financial performance through the CEO and Chair.

**In relation to the community and code of conduct**

* Protect and manage the property of the organisation.
* Assist the committee to understand complex financial information and reports.
* Assist the Chair and CEO to understand the financial implications of change, within the organisation and liaise.
* Undertake review of external complaints as defined by the organisation’s complaints procedure.
* Ensure adherence and compliance around key policies, e.g. Equality of Opportunity, Health & Safety, and in all decisions and discussions of the Committee and its sub-committees.
* Attend and be a member of other committees or working groups when appropriate in role as Chair.
* In order to perform the above role, the Chair should have reasonable access to all staff and information, in line with the committee’s fiduciary duties.

**Qualities of a Treasurer**

**Essential**

* Experience of financial control and budgeting
* Experience of fundraising and pension schemes
* Good communication and interpersonal skills
* The confidence and ability to ensure financial decisions are taken and followed through.
* Commitment to the organisation’s objects, aims and values and willingness to devote time to carry out responsibilities.

**Desirable**

* Prior experience of committee/trustee work.
* Knowledge of the type of work undertaken by the organisation.
* A wider involvement with the voluntary sector.

**Time Commitment**

* The Management Committee meets at least four times a year and the Treasurer is expected to be available on at least two of those occasions.
* In addition to MC Meetings, other contact – usually email or by telephone – will be necessary.