Role Description

Treasurer/Finance Lead Trustee

Remuneration:	The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Reports to:	Board of Trustees
Key relationships:	Chair, Trustees, Head of Finance & Central Services, CEO
Location:	Southampton
Time commitment:	Board and Committee meetings

Objective

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

Principal responsibilities

1.1. Oversee and approve budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Head of Finance & Central Services.

1.2. Seek assurance that the financial resources of the organisation meet its present and future needs and are within the charity's objects

1.3. Instrumental in the development and implementation of appropriate financial, reserves and investment policies

Main duties:

1.4. Liaise with the Head of Finance & Central Services to ensure that the charity's annual accounts are compliant with the current Charities SORP.

1.5. Ensure that appropriate accounting procedures and controls are in place

1.6. Overview insurance to confirm that the organisation is fully covered, ensuring that equipment and assets are adequately maintained and insured

1.7. Advise on the financial implications of the organisation's strategic plans

1.8. Chair the Finance & Fundraising Committee

1.9. Liaise with the charity's auditors where appropriate

1.10. Keep the Board informed about its financial duties and responsibilities

1.11. Contribute to the fundraising strategy of the organisation

1.12. Make a formal presentation of the Accounts at the Annual General Meeting, drawing attention to important points in a coherent and easily understandable way

1.13. Sit in on appraisal, recruitment and disciplinary panels as required

Person Specification

Role Title: Treasurer

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustee in any particular aspect of the governance of the charity.

Experience:

Individuals are sought who have a strong empathy with Rose Road's Visions and Values and an understanding of its work.

- Experience of working in finance (preferably with a financial qualification)
- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- Proven track record of sound judgement and effective decision making
- History of impartiality, fairness and the ability to respect confidences
- Track record of commitment to promoting equality and diversity

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort – typically 8 meetings per year as well as ad hoc meetings and events.
- Prepared to challenge decisions, with a willingness to speak their mind when necessary
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Understanding of the respective roles of the Chair, Trustees and Chief Executive