

Trustee Board – Role Specification: Treasurer

Context

Dog A.I.D. is passionate about providing the best service to our supporters and beneficiaries. It is vital to the charity that its governance reflects this standard and that the Trustees lead the organisation effectively both now and in the future. It is the responsibility of our Trustees to pursue the objects of the charity, to protect its assets (including a duty to invest), to ensure that Dog A.I.D. complies with the law and its Constitution and Statement of Purpose and to ensure that the charity remains solvent and not exposed to undue risk.

The board of Trustees meet quarterly, generally and may be supported by Governance Sub-Committees meeting regularly or on an ad hoc basis in case of need. Trustees are expected to make a commitment to attend each meeting and to represent the board on committee(s) where they have specific interests and/or expertise.

Key Responsibilities of Trustee:

To assist the Board of Trustees to:

- Oversee the financial affairs of the charity and ensure that they are legally and constitutionally compliant and within accepted accounting practice.
- Ensure proper records are kept and that effective and appropriate procedures and controls are in place (via Internal Audit).
- Monitor and report on the financial health of the organisation – both at Board Meetings and the Annual General meeting.
- Oversee the production of necessary financial reports, returns, accounts and audits (including independent examination) and their statutory filing where appropriate.
- Manage the relationship, alongside the Chief Executive, of the charity's Independent Examiners and/or Auditors as appropriate.

Specifically, to:

- Liaise with fellow Trustees as necessary, to ensure financial viability of the organisation.
- Make fellow Trustees aware of their financial and statutory obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Board Meetings (income/expenditure/balance sheet, flow of funds and reserves).
- In collaboration with the Chief Executive, oversee the timely production of the annual budget and propose its adoption by the Board of Trustees.
- In collaboration with the Chief Executive, creation and / or scrutiny of budget forecasts and similar (multi-year where appropriate) to underpin the ongoing financial sustainability of the charity.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie signatories, purchasing limits / delegated powers, purchasing systems and processes, petty cash and other controls as appropriate.

- Guide fellow Trustees in appraising the financial viability of plans, proposals and feasibility studies, including the assessment of the charity's strategic plans
- Undertake a mentor role to the charity's financial staff and ensure appropriate steps are taken in their training, development and appraisal.

Key Skills:

Person Specification:

- Previous relevant experience in a Trustee / Treasurer role – alongside charity finance and fundraising
- Qualified Accountant or financial professional
- Willingness and ability to devote necessary time and effort to fulfil the role
- Strategic Vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their own mind
- Understanding and acceptance of the legal duties responsibilities and liabilities of Trusteeship (please read the Dog A.I.D. Trustee Role Specification alongside this document)
- Ability to work effectively as a member of a team
- Accountability, openness, honesty and leadership
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the Board, is necessary
- Willingness to be available to Trustees and/or staff for advice and enquiries on an ad hoc basis

Tenure

There is currently no fixed term for the role of Treasurer however, that is not to say that this may be the case at some future point and Trustees will be expected to abide by the decision of the charity's board and/or membership in this respect. Trustees serve fixed, three year terms (see separate role specification).