



## TRUSTEE ROLE: Treasurer

### Key Responsibilities

- Oversee the management of the LCST accounts ensuring proper accounting records are kept.
- To act in the best interests of the charity in respect of decisions made as a Trustee.

### Duties

- Provide an annual financial statement to the Board.
- Monitor and advising on the financial viability of the charity.
- Lead on the appointment of and liaison with external auditors.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission.
- Keeping the board informed about its financial duties and responsibilities.

### Desirable Skills

- Knowledge of managing finances
- Clear communicator
- Good organisational skills

### Time Commitment

- Meetings are usually held online, unless requested in person, at a time convenient to all Trustees
- A minimum of 2 hours a week
- A 75% attendance rate is expected at meetings over the year (3/4 meetings per year)