



Job description for the Treasurer of the Board of Trustees

Role of the Treasurer to the Board

To maintain effective governance of the organisation's affairs, ensuring its financial viability and ensuring that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

Key Responsibilities

1. Strategic

- To assist and advise in the formation of the Charity's strategy with particular regard to ensuring that the Charity has the resources to deliver the strategy.

2. Financial

- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts;
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies;
- To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation;
- To oversee the appointment of auditors and review on a regular basis;
- To work in close partnership with the Administrator in executing their responsibilities including the on-going book-keeping.

3. Governance

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation;
- To ensure that all financial policies, procedures and when required, the appointment of external financial advisors are reviewed on a regular basis;
- To act as Chair of the Finance and Governance sub-committee of the Board if and when this is established;
- To assist in the annual appraisal of the Chair, having consulted with other trustees and executives of the Charity.

General responsibilities of a Trustee

- To act in accordance with IfJ's aims and objectives and to support other Board members in making collective decisions.