

Embrace the Middle East

TREASURER ROLE DESCRIPTION

Key responsibilities of the Treasurer:

1. To oversee the development of the charity's finances including annual budgets, annual report and accounts, management accounts and financial statements presented to the Governance & Resources Committee and Board of Trustees by the CEO and finance officer.
2. To ensure that proper accounts and records are kept in line with FRS102 & SORP, ensuring financial reserves are spent and invested in line with the charity's policies, good governance, legal and regulatory requirements.
3. To be instrumental in the development and implementation of financial marketing interface, overseeing fundraising forecasting and the interrelationship with the charities beneficiaries through grants and any other forms of financial support.
4. Strategic oversight of the financial reserves, treasury management functions and investments including formulating the monitoring and evaluation of trading.

Main duties and tasks of the Treasurer:

1. To liaise, where applicable, with the CEO and finance officer.
2. To liaise, where applicable, with the Chair of the Board and the Chairs of any Board committees
3. To liaise with the charity's auditors, where appropriate.
4. To be an *ex officio* member of all Board committees.
5. Monitoring and advising on the financial viability of the charity after liaising with the charity's auditors.
6. To advise the Chair of the Governance and Resources Committee and the CEO on the creation of sound financial instruments for the control of charity assets.
7. To monitor that specific financial controls and systems are in place and adhered to.
8. To advise on the financial implications of the charity's strategic plan.
9. To liaise with the CEO and finance officer to ensure that the charity's annual accounts are compliant with FRS102 and the current charities' SORP.
10. To ensure that sound financial management of the charity's financial assets is maintained, ensuring that expenditure is in line with the charity's objectives and the financial controls policy.
11. To act as a counter-signatory on charity cheques (including any electronic transactions), where required.

Approved by the Officers & Chairs Committee – 29 August 2018

PERSON SPECIFICATION FOR A TREASURER (in addition to the trustee person specification)

1. Financial qualifications and experience at the appropriate level.
2. Able to demonstrate the skills to analyse proposals and examine their financial consequences.
3. Willingness to respond to staff and trustee requests for advice on an ad hoc basis.
4. Availability to undertake the additional responsibilities (6 days a year).
5. Being prepared to make unpopular recommendations to the board or its committees.
6. *Desirable:* have an understanding of pension schemes and funding.
7. *Desirable:* have knowledge of social enterprise, trading and program related investment.