

Voluntary Action-**Leeds**

Job Description - Treasurer

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW

Title:	Treasurer
Term of Office:	Elected annually, but normally expected to serve a term of three years.
Location:	Stringer House
Purpose:	To maintain an overview of VA-L's financial affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

General Responsibilities:

1. To ensure that VA-L complies with its governing document (including pursuing its objects as defined therein), charity law, company law, and any other relevant legislation or regulations.
2. To ensure that VA-L's resources are applied exclusively in pursuance of its objects.
3. To contribute actively to the Trustee Board's role in giving firm strategic direction to VA-L, including setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
4. To safeguard the reputation and values of VA-L.
5. To ensure the effective and efficient administration of VA-L.
6. To ensure the financial stability of VA-L.
7. To protect and manage the property of VA-L, and to ensure the proper investment of its funds.
8. To contribute to the appointment and monitoring of the performance of the senior officer.

Additional Duties:

1. To oversee the presentation and approval of budgets, accounts and financial statements to the Finance & General Purposes Sub-Committee and to the Trustee Board.
2. To require assurance that the financial resources of VA-L meet its present and future needs.
3. To ensure the development of an appropriate reserves policy.
4. To ensure the development of an appropriate investment policy.
5. To ensure that there is no conflict between investments held and VA-L's aims and values.

6. To monitor VA-L's investment activity and ensure its consistency both with policy and with legal responsibilities.
7. To ensure that appropriate accounting procedures and controls are in place.
8. To liaise with and advise finance and payroll staff about financial matters, and other staff as appropriate.
9. To advise on the financial implications of VA-L's strategic plans.
10. To ensure VA-L's compliance with financial legislation.
11. To ensure that equipment and assets are adequately maintained and ensured.
12. To ensure preparation and disclosure of accounts as required by statutory bodies and by funders.
13. To ensure that accounts are audited as required, and that audit recommendations are implemented.
14. To inform the Trustee Board about its financial duties and responsibilities.
15. To contribute to VA-L's fundraising strategy.
16. To make brief and comprehensible presentations of the accounts, either verbally or in writing – e.g. AGM/Annual Report.

Person Specification:

General:

- Ideally, knowledge and experience of the voluntary and community sector, and some knowledge of VA-L itself
- Ability to offer commitment to VA-L
- Willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- Ability to think creatively
- Willingness to speak out
- Ability to listen
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to work according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Role of Treasurer:

- Financial experience and ideally financial qualifications
- Some experience of charity finance and fundraising
- Ideally, some knowledge of pension schemes and of investments
- The skills to analyse proposals and examine their financial consequences
- The skills to analyse and interpret fairly complex financial data
- Experience in budget-setting and monitoring
- Ability to present financial information and make it understandable for non-finance people
- Willingness and approachability to deal with enquiries from trustees and staff

- Ability to make recommendations to the Trustee Board based purely on sound financial advice

Treasurer job description adopted by the Trustee Board of Voluntary Action-Leeds on 24/09/02.