



Citizens Advice Taunton  
St Mary's House  
Magdalene Street  
Taunton, TA1 1SB

[tauntoncab.org.uk](http://tauntoncab.org.uk)

Citizens Advice Taunton

Treasurer

Role Description & Person Specification

July 2019

## Context

The treasurer is an officer of the trustee board and not a paid worker. The role of the treasurer is to ensure that all the finances and the supporting financial control systems are kept in order. The treasurer is not the bookkeeper. She or he does not hold or maintain the financial records nor is she or he the sole custodian of the cheque book or on-line banking. The treasurer must delegate day-to-day financial management to the CO or other staff.

## Role Description

- Chairing the Finance Sub-Committee and reporting to the full board
- Guiding and advising the board in the approval of budgets, accounts and financial statements, within a relevant financial policy framework
- Keeping the board informed about its financial duties and responsibilities
- Advising on the financial implications of the organisation's strategic plans and key assumptions in the operational plan and annual budget
- Ensuring that all board members have a clear understanding of the accounts presented at meetings and the implications that they reveal
- Understanding the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound
- Ensuring that a realistic budget is produced which meets all the organisation's needs and that there is an appropriate reserves policy
- Monitoring the organisation's income and expenditure position, and presenting reports to the board at least quarterly, in a format accessible to the board members
- Ensuring that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard the organisation's resources
- Ensuring that money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts demonstrating this are submitted to funders
- Ensuring that accounts are prepared at year-end in compliance with the SORP Accounting for Charities and making arrangements for them to be audited or independently examined, as required by the Charity Commission
- Ensuring that annual accounts are submitted to the Charity Commission and/or Registrar of Companies, within the deadlines set
- Presenting the accounts at the AGM and drawing attention to important points in a coherent and understandable way
- Providing support and assistance to the chair in carrying out his or her responsibilities, acting as a 'critical friend' and sounding board.
- Liaising with the CO about financial matters.
- Be part of any interview panel involved in the recruitment of staff involved in a financial capacity
- Playing a key role in planning a clear fundraising strategy to raise money for future activities and developments

## General responsibilities for all trustees

- Ensure the organisation complies with its governing document, charity and company law, Citizens Advice standards and any other relevant legislation or regulations.
- Actively contribute to setting policy and strategic direction, defining goals, setting targets and evaluating performance.
- Contribute to the sound financial management of the organisation through regular monitoring of the financial position, including approving annual budgets, and monitoring progress against them, and approving the Annual Report and Accounts.
- To take reasonable care in the protection and management of the assets of the charity, and ensuring the proper investment of the organisation's funds in line with the objects of the charity.
- Act in the best interests of the organisation at all times, safeguarding the good name and values of the organization.
- Prepare for and attend Board and Committee meetings as appropriate, providing advice and guidance in areas in which the trustee has special expertise.
- Participate in other tasks and projects as they arise, such as HR procedures, funding opportunities and assisting with fundraising and promotional activities.
- To keep up-to-date with the activities of the organisation and the wider issues which effect its work.
- Represent the organisation at external meeting and events as appropriate.

## Person specification

### Essential

- Qualified accountant
- Some experience or knowledge of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the board
- Willingness to be available to staff to provide advice and guidance on financial matters.

## Terms and conditions for this role:

- Trustee appointments will be made and reviewed in line with the organisation's governing document.
- Citizens Advice Taunton is committed to supporting its trustees, and provides a thorough induction to the organisation and the role. Trustees will be expected to attend training events relevant to the role as necessary.
- The position of trustee is unpaid, although reasonable expenses are payable in line with Taunton Citizens Advice's Expenses Policy.
- There are a minimum of 10 meetings a year comprising of 6 Board Meetings and 4 Committee meetings.
- Trustees must declare any conflict of interest whilst carrying out their duties

- Trustees are expected to maintain confidentiality about any sensitive or confidential data received in the course of their duties.

**Eligibility – some people are disqualified by law from acting as a trustee, including:**

- Anyone who has an unspent conviction for an offence involving deception or dishonesty.
- Anyone who is an undischarged bankrupt.
- Anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement.
- Anyone under a disqualification order under the Company Directors Disqualification Act 1986.
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.