

# Dalkeith CAB

## Role Description for Treasurer on the Board of Trustees / Directors.



The Treasurer ensures that financial control systems, reports and decisions are robust, accurate and comply with legal and regulatory requirements. The Treasurer is an officer of the Board/Committee and cannot be a paid employee of the CAB. Responsibility for day to day financial management is delegated to the Bureau manager or a staff member with designated responsibility for financial duties.

The duties and responsibilities below are in addition to requirements of the Role Specification for all Board/Committee members.

### Responsibilities

1. Ensuring Board members are aware of their financial responsibilities with sufficient understanding of the CAB's financial systems, policies and reports to enable effective Board decision-making
2. Presenting financial information and reports to Board meetings, General Meetings, strategic review and planning exercises or other meetings as needed.
3. Guiding and advising the Board in their consideration of budgets, accounts, financial statements, financial procedures and other financial issues, including the financial implications of the strategic and project plans.
4. Chairing meetings of the financial sub group (if relevant) and participating in finance-related meetings (e.g. with funders, financial institutions, auditors, etc.)
5. Having a good understanding of bureau financial systems, policies and controls, ensuring these are robust and appropriate for safeguarding CAB resources.
6. Liaising with the bureau manager (and/or other relevant staff member,) on tasks including drafting budgets, monitoring income and expenditure, reporting to the Board and other stakeholders and updating financial systems and policies.
7. Playing a key role in income generation and management including fundraising strategies, funding proposals, fund accounting and reporting to funders.
8. Ensuring that accounts are prepared at year-end and participating actively in the annual audit or external examination of accounts process.
9. Ensuring adherence to SORP 2015 and other legal and regulatory requirements.
10. Making sure annual accounts are submitted to the Office of the Scottish Charity Regulator (OSCR), Companies House and funders within required deadlines.
11. Recommending to the Board when external financial advice is required.

## **Personal skills and qualities for Treasurer**

- 1.** A qualification or relevant experience in financial tasks and management
- 2.** Some experience or knowledge of charity financial management and fundraising.
- 3.** Ability to understand, analyse and make recommendations related to financial information.
- 4.** Ability to present often complex financial information to the Board and other stakeholders to ensure their understanding.
- 5.** General understanding of legal and regulatory requirements for charity financial activities, records and management and commitment to maintaining up to date knowledge of requirements.
- 6.** Willingness to be available to staff in order to provide support and guidance on financial matters.