

Role Description

Treasurer

The duties of treasurer cover two areas: those as a Trustee of Tapestry (and its subsidiaries), and those specifically designated to the treasurer.

Duties as a Trustee

- Ensure that Tapestry, and its subsidiaries, comply with their governing documents, charity and company law, and other relevant legislation or regulations.
- Ensure that the organisation pursues its objectives as defined in its governing document.
- Ensure that the organisation applies its resources exclusively in pursuance of its objects.
- Support the board and the executive in setting the strategic direction of the organisation.
- Safeguard the good name and ethos of the organisation.
- Oversee the effective and efficient administration of the organisation.
- Where appropriate, serve on sub-committees of the board.

Duties as Treasurer

The treasurer works in close co-operation with, and provides support and advice to, the finance director. The specific responsibilities of the treasurer are to:

- Monitor and report to the board on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits, including to oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Guide and advise the board of trustees in the approval of budgets, accounts and financial statements, within a relevant financial policy.
- Liaise with relevant staff, board members and/or volunteers to ensure the financial viability of the organisation.
- Keep in board informed of its financial duties and responsibilities, taking a lead in interpreting financial data to them.
- Appraise the financial viability of plans, proposals and feasibility studies.
- Advise the trustees and senior management team on the financial implications of the organisations strategic plans and key assumptions included in the operational plans and annual budget, especially those which are outside the agreed boundaries of management authority.
- Ensure that the financial resources of the organisation meet its present and future needs and that there are appropriate reserves and investment policies.
- Understand the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound, ensure proper records are kept and that effective financial procedures are in place.
- Lead on appointing and liaising with auditors.
- Attend board meetings (currently bi-monthly) and lead financial sub-committee meetings (currently monthly).

Qualities

- Qualified accountant with extensive senior level professional experience.
- Knowledge, and preferably experience, of current finance practice relevant to charitable organisations and social businesses.
- Knowledge of, and a keen interest in, the improvement of health and social care for adults in our community.
- Excellent financial analysis skills.
- Ability to communicate clearly.