

ORGANIC RESEARCH CENTRE

ROLE DESCRIPTION - TREASURER

General

This role description outlines the special responsibilities and duties of the Treasurer. These are additional to the responsibilities and duties of all trustees that are outlined in the Charity Commission document “Being a Trustee”.

Overall Purpose

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements and report to the board of trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

Despite the additional responsibility the Treasurer will have in overseeing the financial matters of the charity, all trustees continue to be jointly responsible legally for the financial administration and reporting of the charity.

Main Responsibilities

- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with the charity’s policies, good governance, legal and regulatory requirements.
- To oversee, budgets, accounts, management accounts and financial statements to the board of trustees after discussion with the Director.
- To be instrumental in the development and implementation of financial, reserves and investment policies.

Main Duties

- Ensuring that sound financial management of the charity’s resources is maintained, and that expenditure is in line with the charity’s objectives and budgets and financial plans.
- Reviewing with the Director financial procedures for the control of charity assets.
- Liaising when applicable, with the Director or other appropriate members of staff responsible for the financial activities of the organisation.
- Agreeing with the Director and monitoring specific financial controls and systems.
- Advising on the financial implications of the charity’s strategic plan.
- Reviewing with the Director feedback from the auditors on the financial viability of the charity, on compliance of the accounts with the current Charities SORP and Companies Acts, and on current financial management practices, if necessary liaising directly with the Charity’s auditors, and advising Trustees accordingly.
- Contributing to the fundraising strategy of the organisation.
- Ensuring that the board of trustees is informed of any significant fraud and that steps are taken to prevent a repetition.

Time commitment

The Treasurer should be prepared to spend at least 10 days a year on ORC business.