

# Treasurer

## (unpaid volunteer position)

**Responsible to:** Management Committee of Trustees

**Purpose:**

- To set out the charity's direction; Promoting its charitable purposes, upholding its values and delivering its goals.
- Work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation.
- Support the successful administration of the charity's finances and ensure its financial Viability.
- To oversee the implementation of the charity's financial systems; ensuring that financial records are accurately maintained and updated, that effective financial controls are in place and that the trustees are kept informed of the financial position of the charity.
- Ensure regulatory legal responsibilities are met and that proper financial records and procedures are maintained.
- Lead in the development and implementation of financial policies – reserves, cash handling, systems
- Work with the Centre Manager, Strategic Director and Business Manager to achieve these aims.

**Main Tasks:**

- To advise trustees on their financial responsibilities/ Liaise with professional advisors.
- To oversee the preparation of an annual budget, as agreed by the Trustees and to monitor the budget.
- Report on the financial health of Stepping Stones at the meetings, ensuring key issues and risks are reported in a timely and effective manner.
- To ensure that any funds held are used in accordance with the terms of the charity's reserves policy.
- To support the preparation of the Trustees' Annual Report and accounts each year.
- To liaise with external auditors when applicable.
- To act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest.



- To prepare for and attend committee meetings throughout the year including the Annual General Meeting, contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity.

**Treasurer person specification:**

- Commitment to Stepping Stones values and aims
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Positive attitude with the ability to think creatively
- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a Trustee
- Ability to work effectively as a member of a team

**Desirable:**

- Financial qualifications and experience
- Some experience of charity finance and fundraising
- The skills to analyse proposals and examine their financial consequences

If you are interested in this role, please contact us:

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