**We Hear You (WHY) Treasurer Role Description**  

**Voluntary Position**

The Treasurer takes the lead in overseeing the financial affairs of the organisation, ensuring its financial viability, and seeing that proper financial records and procedures are in place. The Treasurer will assist other trustees to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the board receives reports containing the information trustees need in an 'easy to understand' format, and helping trustees guide any other professional advisers they have appointed.

The tasks of a Treasurer will include:

* presenting financial reports to the board as required, including projected cash-flow
* keeping the board aware of its financial responsibilities
* ensuring that the organisation's accounts are prepared in a suitable format
* ensuring that the accounts and financial systems are audited as required by law
* liaising with the auditors/independent examiners.

The responsibilities of the Treasurer will include:

* presenting budgets, accounts and financial statements in collaboration with staff
* being assured that the financial resources of the organisation meet its present and future needs
* ensuring that the organisation has an appropriate reserves policy
* the presentation of financial reports to the board~~,~~
* ensuring that appropriate accounting procedures and controls are in place
* liaising with staff about financial matters
* liaising regularly with the Director and Office Manager about financial matters
* advising on the financial implications of the organisation's strategic plan
* ensuring that the organisation has an appropriate investment policy
* monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
* ensuring that there is no conflict between any investments held and the aims and objectives of the organisation
* ensuring that the accounts are prepared in the form prescribed by the relevant bodies
* ensuring that the accounts are audited in the manner prescribed by the Charity Commission regulations, and any recommendations of the auditors implemented
* keeping the board informed about its financial duties and responsibilities
* contributing to the fundraising strategy of the organisation
* making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

**General**

The Treasurer will be expected to adhere to all organisational policies, including health and safety.

**Safe Guarding Children**

This organisation is committed to safe guarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Line Management**

The Treasurer will be accountable to the We Hear You Board of Trustees.

**Equal Opportunities**

The Treasurer will be expected to implement We Hear You’s Equal Opportunities Policy in all aspects of their work.

**Confidentiality**

The Treasurer will be expected to abide by We Hear You’s Confidentiality Policy at all times.

**Person specification for a Treasurer**

In addition to the qualities needed by all trustees, the Treasurer should also possess the following:

* financial experience and business planning skills
* some experience of organisation finance and fundraising
* the skills to analyse proposals and examine their financial consequences
* a preparedness to make unpopular recommendations to the board