



JOB DESCRIPTION - TREASURER

Main tasks:

1. On behalf of the board to ensure that the organization's financial obligations are met.
2. In conjunction with the Chair and Vice-Chair to lead the board in ensuring that it fulfils its responsibilities for the governance of CE.

Main duties relating to:

- 1. Ensuring that CE's financial obligations are met**
 - (a) to make sure that CE operates within the legal and financial guidelines set out in current legislation and its own standing orders.
 - (b) to ensure that adequate financial controls are in place and that CE operates within a sound financial framework.
 - (c) to ensure all financial dealings are accounted for.
 - (d) to ensure that grants and other funds received for specific purposes are appropriately spent.
 - (e) to work with and support the staff members who have responsibility for financial matters, in order to be satisfied that the financial information presented is comprehensive and accurate.
 - (f) to identify any additional financial risks facing CE (i.e. not identified by the staff) and recommend appropriate action.
 - (g) to advise the board on the financial implications of its strategy and policy objectives.
 - (h) to Chair an annual meeting with external auditors (and any other delegated members of the board) to discuss the auditor's report and accounts; to report formally on this to the main board.
 - (i) to manage the appointment of auditors to CE.
- 2. Ensuring the board fulfils its responsibilities**
 - (a) to help the Chair and Vice-Chair to ensure that the board members set overall strategy and policy objectives.
 - (b) to ensure that CE has a satisfactory system for holding in trust for the beneficiaries of the charity any monies or property to ensure that where appropriate monies are invested to the greatest benefit of CE within the constraints of the law and ethical investment practices.
 - (c) to support the Chair, and any Nominations Committee in making recommendations on the composition of the board, and future Chairs of the board (with a view to succession).
 - (d) to support the Chair, and any Nominations Committee in recruiting board members with specific/relevant expertise
 - (e) to help the Chair and Vice-Chair ensure that the board annually reviews its structure, performance, role and relationship to staff and implements agreed changes as necessary.
 - (f) with the Chair, Vice-Chair and Chief Executive to ensure that all board members receive appropriate advice, training and information relating to their role.

Agreed CE Board of Trustees 11 Dec 2003

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