

FAVERSHAM CREEK TRUST

TREASURER ROLE DESCRIPTION

Please read this document in conjunction with “Faversham Creek Trust: role description for a Trustee”

The role of the Treasurer is to maintain an overview of the organisation’s financial affairs, ensure its financial viability and that proper financial records and procedures are maintained. In charities without paid staff such as the Faversham Creek Trust (FCT), the Treasurer takes a greater role in the day-to-day finances of the organisation performing all duties concerned with dealing with money, acting in effect as the bookkeeper and finance manager.

Key Responsibilities

In addition to the general responsibilities of a trustee, duties of the treasurer include:

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specifically

- Liaise with relevant personnel to ensure the financial viability of the organisation and that the financial resources of the organisation meet its present and future needs
- Ensure the charity has an appropriate reserves policy
- Ensure the charity has an appropriate investment policy and that there is no conflict between any investment held and the aims, objects and policies of the charity
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc)
- Contribute to the fundraising strategy of the organisation
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year
- Ensure proper records are kept and that effective financial procedures and controls are in place:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Others as appropriate
- Ensure the accounts are prepared and disclosed in the form required by funders and relevant statutory bodies, e.g., the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensure the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations implemented
- Appraise the financial viability and implications of plans, proposals and feasibility studies
- Undertake bookkeeping duties and/or oversee any finance volunteer ensuring posting and bookkeeping is kept up-to-date



Patrons: The Countess Sondes, Sir David Melville CBE, Professor Christopher Wright

Faversham Creek Trust: Registered Office,
The Purifier Building, Morrisons Wharf,
North Lane, Faversham, Kent ME13 7DY

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- Maintain the petty cash system and regularly process petty cash claims
- Regularly carry out reconciliations or oversee regular reconciliations by a finance volunteer (as appropriate)
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

Person Specification

In addition to the person specification for a trustee, the treasurer should have the following qualities and experience:

- Financial qualifications and experience including knowledge of bookkeeping and financial management
- Some experience of charity finance and fundraising
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the Board
- A willingness to be available for advice and enquiries on an ad hoc basis
- Ability to communicate clearly

Additional Information

Out of pocket expenses

Trustees will be reimbursed for reasonable and receipted out of pocket expenses (mileage, parking, public transport etc.) monthly, payable by BACS.

Time Commitment

Approximately 3 hours/week:

- 12 Board meetings per year, approx. 2 hours in duration, plus preparation of financial statements (est. 48 hours total)
- Prepare for the AGM (est. 6 hours).
- Respond to ad-hoc queries and information requests (est. 36 hours)
- Keep the monthly cash books, prepare invoices etc (est. 36 hours)
- Prepare and submit the year-end accounts (est. 36 hours)

References

Appointments are made subject to FCT receiving satisfactory references from current or previous organisations relevant to this role. DBS checks are not required for FCT.