

Treasurer Role Description

ROLE TITLE: Honorary Treasurer

PURPOSE: To maintain an overview of CCB's financial affairs, ensuring its ongoing financial viability and ensuring that proper financial records and procedures are followed and maintained.

MAIN DUTIES: The Honorary Treasurer is a Trustee of CCB and shares the duties of trusteeship with all Board members. These duties are contained within the Trustee Role Description document. In addition, the Honorary Treasurer has specific responsibilities for financial affairs and ensuring that trustees understand the impact of financial decisions by the Board. These additional duties are as follows:

ADDITIONAL DUTIES:

- Overseeing, approving and presenting budgets, accounts and financial statements.
- Ensuring that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- The preparation and presentation of financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring the organisation's compliance with legislation.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, including the charity commission and/or the registrar of companies.
- Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and the recommendations are 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.

PRINCIPAL CONTACTS: Chief Executive Officer, Accountants & Bookkeeper