



Treasurer: Job Description

The overall role of a treasurer is to:

- Maintain an overview of the organisation's affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained.
- **The Include Choir** is part of a parent charity – **Include.org** (CIO registration pending) and as such, the Treasurer will report to the Board of Trustees of Include.org as well as the Executive Committee of The Include Choir

Neither organisation currently employs paid staff, aside from session workers. Therefore, the treasurer takes a greater role in liaising with the Include Choir Director regarding the day-to-day finances of the organisation.

General responsibilities

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- To contribute actively to the Executive Committee and Board of Trustees by giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Specific duties of the treasurer

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured 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 quarterly financial reports to the board
- The preparation and presentation of Annual financial reports for GM and Annual Report
- 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 that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- Ensuring the organisation's compliance with legislation
- Ensuring equipment and assets are adequately maintained and insured
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any 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

- Sitting on appraisal, recruitment and disciplinary panels as required

Treasurer person specification

- Financial qualifications and experience
- Ability to use relevant computer programmes (e.g. Excel to maintain accounts and prepare clear reports)
- Knowledge of Charity finance requirements and procedure
- Some experience of charity finance, fundraising and reporting
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the board
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

*All Trustees / Executive Committee members for The Include Choir an Include.org are expected to abide by **Nolan's seven principles of public life**: selflessness, integrity, objectivity, accountability, openness, honesty and leadership*

Include.org is a young and exciting charity, and as such you will have the opportunity to significantly impact the direction, reputation and achievements of the organisation.

To apply for the post of Treasurer, or to find out more about the Vision, Activities and Governance Structure of Include.org and The Include Choir, please visit www.include.org

If you would like to apply for the post, have further queries, or would like to discuss the role further, please email includechoir@include.org or telephone Alix Lewer, Director, on 07446 897835.

Application Closing Date: 6th April 2018