

## **Treasurer Role Description**

### **Purpose**

- 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.

### **The Treasurer of Feniks will:**

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- 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).
- 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, ie:
  - Cheque signatories
  - Purchasing limits
  - Purchasing systems
  - Petty cash/ float
  - Salary payments
  - Pensions
  - PAYE and NI payments
  - Others as appropriate
- Ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given.
- Ensure that all income due to the charity is received and that all tax benefits are obtained and all rating relief due is claimed.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with an independent examiner.



- Undertake bookkeeping duties and oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.
- Maintain the petty cash system and regularly process petty cash claims.
- Regularly carry out reconciliations.
- Arrange payments to staff, contractors, reimbursements and creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

### **Commitment**

The Treasurer will be expected to contribute around between 2-3 working days per month (approximately 3-5 hours a week, as required) to the organisation, including board meetings (approximately one per month). A minimum commitment of two years would be preferable.

### **Remuneration**

The Treasurer is a voluntary position, although reasonable travelling expenses can be refunded.

### **Person Specification**

These are the competencies that we expect the Treasurer of Feniks to possess.

- Knowledge of bookkeeping and financial management and/or ability to introduce the functioning system.
- Knowledge and experience of current finance practice and fundraising relevant to voluntary and community organisations.
- Good financial analysis skills.
- Good communication skills and the ability to work as part of the Board to further the organisation's aims.
- Ability to think creatively.
- Competent computer user and able to communicate regularly by email.
- Able to exercise independent judgement and take reasonable care, skill and diligence in their role on the Board.
- Willing and able to fulfil the legal duties of a Company director as set out in the Companies Act 2006, and the legal duties of a Charity Trustee.
- Fluency in Polish would be an additional advantage.

For informal enquiries about this post, please contact Feniks at 07510 122 425 or [info@feniks.org.uk](mailto:info@feniks.org.uk). To apply, please send a CV and cover letter to [info@feniks.org.uk](mailto:info@feniks.org.uk).

**Deadline for applications is 12pm on Monday, 18th February 2019**