



ROLE PROFILE

BOARD TRUSTEE – HONORARY TREASURER	
Reports to: Chair of Board of Trustees	Region: Based in West Glamorgan
Responsible for: Charity's Financial Prudence	Date: 20 th March 2022
<p>Purpose:</p> <p>The Honorary Treasurer is a Trustee member of the Board of Trustees and their primary role is to monitor the financial administration of the Charity and report to the Board of Trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.</p> <p>It is a voluntary, unpaid, role and the Charity's Head Office is based in Swansea.</p> <p>Main Responsibilities:</p> <p>In addition to its responsibilities as a Trustee, the Honorary Treasurer is responsible for:</p> <ol style="list-style-type: none"> 1. Ensuring the financial viability of the Charity. 2. Presenting financial reports to the Board, fully explaining the Charity's financial position. 3. Advising the Charity's Director, Chair and Board on how to carry out its financial responsibilities. 4. Liaising with professional advisors as appropriate 5. Overseeing the preparation and scrutiny of annual accounts and their timely submission. 6. Supporting the development and delivery of a fundraising strategy. 7. Reviewing management accounts, advising on their implications and any necessary actions. 8. Monitoring the Charity's cash flow position and advising of any concerns. 9. Attending Board Meetings (usually held quarterly). 	

PERSON SPECIFICATION

ESSENTIAL	DESIREABLE
<ol style="list-style-type: none"> 1. Qualified accountant with excellent commercial awareness and knowledge. 2. Sound, independent and impartial judgement with willingness to speak out. 3. Good communication and leadership skills. 4. Good judgement, analytical and evaluation skills 5. Competent use of IT skills. 	<ol style="list-style-type: none"> 1. knowledge and experience of charity fundraising and finance practices.