

Role of the Treasurer

The overall role of the Treasurer is to help and advise the trustees in carrying out their financial responsibilities.

Specific duties of the Treasurer:

- Liaise with our accountants, the CEO and other relevant staff on financial matters as necessary
- Maintain a financial overview of the organization and ensure financial viability
Ensure that the budget, prepared by the CEO, is approved
- Receive and review the management accounts and present these and any other financial reports to the board in a format that helps the board understand the charity's financial position
- Review the final draft of the annual accounts; report to the board and make a formal presentation at the AGM
- Ensure the organization's compliance with financial legislation by working in line with Charity Commission & Companies House requirements; liaising with professional advisors; and attending external financial workshops and presentations as relevant to the organization
- Ensure that the charity has an appropriate reserves policy
- Overseeing the organization's pension scheme
- Being a cheque signatory if required

In addition the Treasurer must carry out the individual roles of a trustee and director as set out in Dhiverse's 'Trustees Roles and Responsibility' document.

Treasurer person specification

- Financial skills and experience
- Some experience of charity finance, fundraising and pension schemes
- To have the skill to relay financial information in a way that non-financial trustees and staff can fully understand
- Willingness to be available to the CEO and financial staff for advice and enquiries on financial matters if and when necessary

If you are interested in joining the Dhiverse Board in this capacity and would like more information and/or an informal chat please contact Sharron Spindler, CEO at sharron.spindler@dhiverse.org.uk or on 01223 508805