

## **Role of the Treasurer (voluntary)**

Interested in numbers (!); then why not put your skills to use by supporting a local charity? Students, or indeed anyone – this would be a good addition to your CV!

Dhiverse based in Cambridge and we've been working throughout Cambridgeshire for over 30 years. In 2018 we are a growing, well respected and innovative charity with a great staff team and an enthusiastic and supportive board.

The Treasurer has a watchdog role over all aspects of financial management, working closely with trustees and the CEO to help safeguard Dhiverse finances. We're looking for someone who has good financial skills and experience and the ability to relay financial information in a way that non-financial trustees and staff can fully understand!

Our accounts; payroll and pension scheme are all outsourced to an accountancy firm in Cambridge, so the main duty of the treasurer would be to maintain a financial overview of the organization and ensure financial viability

You would join the board of trustees and need to be available to attend 4 board meetings per year (evening – midweek) plus the Annual General meeting (afternoon – midweek).

Time commitment for this voluntary role would be on average a couple of hours per month maximum. However, the treasurer would need to be available to attend any extraordinary general meetings should the need arise.

### **Duties of the Treasurer:**

- Maintain a financial overview of the organization and ensure financial viability Ensure that the budget, prepared by the CEO, is approved
- Liaise with our accountants, the board and the CEO on financial matters as necessary
- Receive and review the quarterly management accounts and present these and any other financial reports to the board quarterly at board meeting, 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 relevant financial legislation
- Ensure that the charity has an appropriate reserves policy
- Oversee the organization's pension scheme
- Being a cheque signatory if required

**If this role interests you and you'd like to find out more please contact Sharron Spindler, CEO at [sharron.spindler@dhiverse.org.uk](mailto:sharron.spindler@dhiverse.org.uk) or on 01223 508805**

**Visit our website [www.dhiverse.org.uk](http://www.dhiverse.org.uk) to find out more about what we do**