

Treasurer Role Description and Specification

Role Description

The Treasurer will be a member of the Board of Trustees of WECIL Ltd., and will also comply with all terms and conditions set out in the 'WECIL Trustee Role Description and Specification'.

The overall role of the Treasurer is to:

- Oversee the financial affairs of WECIL (West of England Centre for Inclusive Living) and WSEL (WECIL Social Enterprise Ltd) and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Ensure the financial viability of the Charity, including long term financial investments
- Oversee the production of necessary financial reports /returns and audits
Chair the Finance Sub-Committee and report back to the Board

The Treasurer is required to ensure that the Charity;

- Complies with its governing documents (Memorandum and Articles), Charity Law, Company Law and any other relevant legislation or regulations
- Pursues its objects as defined in its governing document
- Applies its resource exclusively in pursuance of its objects unless the full Board of Trustees decides under its constitution to vary its objects
- Has an appropriate Investment Policy which sets out authority levels to avoid conflicts between investments and objects and ensures consistency with policies and responsibilities
- Has in place, and adheres to, an appropriate Reserves Policy
- Contributes to the Board of Trustees' by giving financial strategic direction to the Charity and setting overall financial policy.

Treasurer Role Description and Specification

Financial

The Treasurer should:

- Oversee and approve budgets via the Finance Sub-Committee and present the final budget to the Board of Trustees for ratification
- Liaise with the Chief Executive Officer and relevant staff and Trustees to ensure the financial viability of the organisation
- Ensure that appropriate accounting procedures and controls are in place
- Advise the Board of Trustees on the financial implications of the Charity's strategic plans, duties and responsibilities
- Ensure fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them
- Regularly report the financial position at Board meetings (balance sheet, cash flow, fundraising performance etc.)
- Ensure the Charity's compliance with legislation relating to financial matters
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Review the prepared accounts for funders and statutory bodies with the Finance Manager
- Ensure that accounts are audited and recommendations are implemented
- Liaise with the Finance Manager via the Finance Sub-Committee in reviewing goals, targets and performance against the targets
- Appraising the financial viability of plans, proposals and feasibility studies

Treasurer Role Description and Specification

- Lead on appointing and liaising with auditors
- Take part in the recruitment for the position of the Finance Manager
- Contribute to the fundraising strategy of the Charity
- Make a formal presentation of the accounts in conjunction with the Auditors at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way

General

- Safeguard the good name and values of the Charity
- Respond to correspondence as appropriate
- Represent WECIL at functions, meetings and events etc.
- Sit on panels (complaints, recruitment etc.) as required

Treasurer Person Specification (Qualities required)

- Lived experience of disability
- Extensive experience of financial management or oversight
- Commitment to WECIL and WECIL Social Enterprise Ltd and its principles
- Good financial analysis skills
- Good understanding of the charitable and voluntary sector
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Ability to communicate effectively with a wide range of people