



SalGO Assist

Helping the rural poor of Andhra Pradesh, S. India

Treasurer (trustee) for SalGO Assist

The trustees are a collective body, with everyone equally responsible for all aspects of the governance of the organisation. The following are the expectations of all trustees, plus for this role, a focus on the organisations' financial management.

The Treasurer works closely with our Chair and other trustees, presents financial reports and leads the liaison with the External Examiner.

Role Description

- Monitoring the financial standing of the charity and reporting to the Board about cash-flow, income streams, any expenses and the overarching management of the organisation's financial resources.
- Ensuring that the organisation's Annual Accounts and Trustees' Annual Report are submitted to the Charity Commission in a timely fashion, in association with the Chair
- Checking income (Direct Debits and cash banked) against Statements prior to preparation of monthly financial reports.
- Ensuring that Gift Aid claims are processed in an effective and efficient manner.
- Overseeing the charity's financial risk-management process and reporting financial health to other trustees monthly.
- Overseeing planning/budgeting processes in participation with the Board and constructively challenging where required.
- Ensuring all strategic plans are financially appraised and budgets fit both short-term and long-term objectives each year; if necessary, suggesting alternative scenarios as a part of the financial risk management process.
- Leading the Board's duty to ensure proper accounting records are kept, financial resources are controlled, and spent in line with governance, legal and regulatory requirements.
- Ensuring a high standard of management accounting is maintained in order to safeguard income and assets; agreeing any invoices and similar for payment and ensuring these are paid.
- Liaising at Board level with the External Examiner regarding all external scrutiny processes; ensuring trustees are kept fully informed about such external scrutiny.
- Explaining financial technicalities of financial reports and Accounts in plain language which is fully understood by all trustees.
- Guiding and advising fellow trustees to formally approve the Annual Report and Examined Accounts, in association with the Chair.
- Keeping the Board informed of free Reserves position regularly and advising, when needed, to cope with changing circumstances.
- Leading in the development and implementation of financial reserves, cost management and investment policies.
- Advising the Board on appointment and review of the External Examiner on an annual basis.

Person Specification for Treasurer

It is recognised that this role, as all trustees, is voluntary and that other trustees and volunteers will provide support, assistance and resources as are available to enable you to carry out these duties within those resources.

The following are some of the skills, abilities, experience and knowledge that we would expect from our Treasurer. It is clearly acknowledged that some of these may be stronger than others and that training and support from the organisation will be forthcoming, as necessary.

- Clear commitment to equity, diversity and inclusion, valuing differences to make better decisions and deliver better outcomes
- Understanding of the needs of our beneficiaries is desirable; an empathy with them is essential
- Experience and knowledge of managing finances, bookkeeping or similar
- Experience and knowledge of current practice relevant to voluntary and community groups, charities or SME finance would be useful; an outline understanding of the Charities SORP would be welcome
- The skills to analyse proposals, examine their financial consequences and make concise recommendations
- Ability to communicate financial information clearly
- Secure personal access to ICT and able to competently use those resources
- Commitment to the organisation; willingness to devote the necessary time and effort
- Strategic vision; good, independent judgement
- Ability to work cooperatively as part of a team
- Willingness to speak your mind and to challenge other trustees and employees with good intent; able to make unpopular recommendations to the Board, if necessary
- Familiarity with popular accounting software packages would be an advantage but not a prerequisite
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Application of the “Nolan Committee’s seven principles of public life”: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Location & time commitment

The board meets monthly, currently on a Wednesday but this can be negotiated, in Winnersh.

You will be expected to be able to dedicate a minimum of four hours per month to the role, including preparation for and attendance at board meetings; some of your duties may be carried out online and by phone.

It should be noted that although the focus of all trustee roles are strategic, because of the size and nature of our organisation the Treasurer will be expected to manage the organisation’s finances on a monthly basis.