

Charity IT Leaders

Trustee profile - Treasurer

CHARITY
IT LEADERS

The Treasurer is an essential part of our Trustee Board, with responsibility for the financial oversight of the charity. Working closely with other members of the Board and the CEO, the Treasurer helps to safeguard the organisation's finances and support the ongoing growth and development of the charity.

We are looking for someone with the skills, energy and enthusiasm to commit to this vital role. Previous Board experience is not necessary, but we are particularly keen to hear from individuals with experience in financial management.

Main Responsibilities & Tasks associated with the role

In partnership with the CEO the Treasurer:

1. Has oversight of all income and expenditure for the charity and ensures that the charity operates within the financial guidelines set out in current legislation by the Charity Commission, in the Charity's Constitution and by the Board.
2. Identifies and brings to the attention of the Board any financial risks facing the charity.
3. Assists the Chair and Secretary in the development and upholding of the charity's constitution.
4. Works with the other governance boards to support and drive forward the charity's aims and supports them in the timely execution of their duties.
5. Ensures management of the finances of the group are carried out efficiently, and that all legal and moral financial obligations are met in an accurate and timely manner.
6. Working with the appointed administrator, ensures there are adequate funds in the operating account whilst maximising the earning potential from any investment interest on the funds held in the asset account.
7. Works with the CEO and Secretary to review the membership fees each year and ensure they are set at a level which ensures financial solvency and remain affordable for members.
8. Presents the charity's financial statement to the membership at the AGM, answering any finance questions that may arise.
9. Chairing the Finance and Audit Committee, agrees the annual budget for the charity.
10. Ensures a copy of the charity's financial statements are posted at least two weeks before the AGM.
11. Ensures that all financial processes are governed appropriately; ensuring all policies are in place and agreed/reviewed in a timely manner.
12. Actively participates in the business of the charity, including specific projects as necessary.

To apply, please contact secretary@charityitleaders.org.uk with a short covering letter explaining how you meet the above criteria, and why you would like to be considered for the role.