



## ROLE DESCRIPTION

<b>Role Title:</b>	Treasurer Trustee
<b>Reporting to:</b>	Chair
<b>Salary:</b>	Unpaid role, reasonable expenses paid

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The **purpose** of this role is to maintain oversight of the annual accounting process, advise the Board with financial planning, and ensure that financial resources are properly invested.

CCS' Finance Manager is responsible for day-to-day financial processes and for producing draft financial documents including the budget, forecasts, cash flows and management accounts. The Treasurer will support the Finance Manager by reviewing and commenting on these papers before they are distributed to the Board.

### Key tasks includes:

#### **Treasurer specific**

- Advising and supporting the Board with financial planning, and providing general guidance and oversight of financial matters;
- Oversight of the annual accounting process including review of draft accounts, and attendance at pre-audit and final audit meetings;
- Oversight of financial reports including review of management accounts ahead of distribution to the CEO and Chair, followed by the board;
- Leading the Board's duty to ensure due diligence and that financial resources are properly invested.

#### **All trustees:**

- Legal oversight of the charity, ensuring CCS complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- Ensuring that CCS pursues the charitable objects as defined in the Articles of Association and is focused in achieving them for the benefit of the public;
- Setting the charity's strategic direction including a clear vision, mission and strategy; setting targets and evaluating performance against agreed targets;
- Responsibility for the charity's financial security; acting as guardians of the charity's assets, taking all due care over their security, deployment and proper application;
- To ensure the effective and efficient administration of CCS;

- The appointment of the CCS' Chief Executive and ongoing monitoring of their work in the day to day running of the organisation. While the day to day running of the charity is delegated to the CEO, the trustees are ultimately legally responsible.

For further information of the role and responsibilities of a charity Trustee please refer to the Charity Commission's guidance [here](#)

Person Specification:

- A strong financial background and experience, having managed the accounts of an organisation;
- Knowledge of charities' financial requirements;
- An understanding of operating within a not-for-profit organisation with a range of revenue streams would be beneficial;
- A member of one of the CCAB accounting bodies (ICAEW, ACCA, CIPFA, ICAS or Chartered Accountants Ireland)
- The skills to analyse proposals and examine their financial consequences;
- Ability to present financial information in an accessible manner to trustees
- Ability to advise trustees on their financial responsibilities
- Interpersonal skills to work supportively with staff, if/when required.