

Apex Charitable Trust Honorary Treasurer: Role Description

Accountable to:

- ◆ Board of Trustees of Apex Charitable Trust

Responsibilities:

- ◆ As a Trustee of Apex Charitable Trust, taking particular responsibility for oversight of Apex Charitable Trust's finances

Overall role:

- ◆ To maintain an overview of the organisation's affairs, ensuring its financial viability
- ◆ To ensure that proper financial records and procedures are maintained.

General responsibilities as a Trustee:

- ◆ To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- ◆ To ensure the organisation applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- ◆ To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- ◆ To safeguard the good name and values of the organisation.
- ◆ To ensure the effective and efficient administration of the organisation.
- ◆ To ensure the financial stability of the organisation.
- ◆ To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- ◆ To attend quarterly Board meetings and monthly meetings of the Trustee Finance and Operations Sub-Group
- ◆ To sit on recruitment and disciplinary panels, as required

Additional duties of the Honorary Treasurer:

- ◆ Overseeing, approving and presenting budgets, accounts and financial statements.
- ◆ Identifying financial risks facing the organisation and recommending appropriate action.

- ◆ Being assured that the financial resources of the organisation meet its present and future needs.
- ◆ Ensuring that the organisation has an appropriate reserves policy.
- ◆ Ensuring the charity has an appropriate investment policy
- ◆ Ensuring that appropriate accounting procedures and controls are in place and that the organisation operates within a sound financial framework.
- ◆ Liaising with paid staff about financial matters.
- ◆ Ensuring that funds received for specific purposes are appropriately spent.
- ◆ Ensuring that the accounts are prepared and disclosed in the form required by funders and relevant statutory bodies, e.g. The Charity Commission and/or the Registrar of Companies.
- ◆ Keeping the Board informed about its financial duties and responsibilities.
- ◆ Contributing to the fundraising strategy of the organisation.
- ◆ Liaising with the Charity's auditors, including chairing an annual meeting with the auditors to discuss the Auditor's Report and Accounts before reporting on this to the Board.
- ◆ Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.

Apex Charitable Trust Honorary Treasurer: person specification

- ♦ Appropriate financial qualifications and experience (normally a qualified member of one of the member bodies of the Consultative Committee of Accountancy Bodies (CCAB))
- ♦ Some experience of charity finance, fundraising and pension schemes
- ♦ Commitment to the organisation
- ♦ Willingness to devote the necessary time and effort
- ♦ Strategic vision
- ♦ Good, independent judgement
- ♦ Ability to think creatively
- ♦ Willingness to speak their mind
- ♦ Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ♦ Ability to work effectively as a member of a team
- ♦ Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- ♦ The skills to analyse proposals and examine their financial consequences
- ♦ Preparedness to make unpopular recommendations to the Board
- ♦ Willingness to be available to staff for advice and enquiries on an ad hoc basis.