



BWY TREASURER: Role, Responsibilities & Person Specification

ROLE OVERVIEW

The Treasurer is the trustee elected by the Board to have oversight of and responsibility for the financial control of the charity including cash, charity liquidity and risk. The Treasurer is the formally appointed link between the BWY Financial Controller, the Chief Executive Officer, the Finance Sub Committee and the Board.

The post holder will preferably be financially qualified, however, they must have demonstrable skills and knowledge of financial management; financial control processes and charity/company accounting and reporting requirements in order to perform this duty competently.

TIME COMMITMENTS

With good administrative support and Board team engagement this role requires 2-3 hours per week.

PERSON SPECIFICATION & ESSENTIAL QUALITIES FOR THE ROLE OF TREASURER:

In addition to the skills and experience of all those acting as Trustees of the charity, additional requirements are necessary for the trustee appointed to the role of Treasurer as follows:

- An understanding and acceptance of the legal duties, responsibilities, and liabilities of the role of Treasurer.
- Good knowledge, understanding and experience of charity and company finance; accounting requirements and procedures.
- Good knowledge and understanding of the regulators (Charity Commission, Registrar of Companies) requirements regarding charity and company finance and reporting.
- A willingness to meet the minimum time requirement.
- Integrity, with the ability to be unbiased and impartial and to listen to other views.
- Strategic and creative vision.
- Good, independent judgement
- An ability to work effectively on the Board team and its finance sub-committee and a commitment to take decisions that are in the best interests of the charity.

RESPONSBLITIES OF THE TREASURER:

- Act as Chairperson and attend meetings of the Finance Sub Committee (See Terms of Reference for the Finance Sub-Committee).
- Ensure that adequate financial regulations and controls processes (see Financial Controls and Regulation Policy and Procedures) are in place to ensure the effective financial control of the charity and its resources.
- Supporting the Finance Team in ensuring that the BWY, including its Regions, are compliant with HMRC, Companies House and Charity Commission legislation and BWY governing document (Memorandum and Articles of Association).
- In conjunction with the Finance Sub-Committee, undertake an annual review of the membership subscription rates in the context of the overall financial position of the charity and its ability to achieve its charitable objectives and agree recommendations to the Board for any changes
- Ensure that the charity's banking arrangements are sufficient and effective and make proposals for any changes.
- In conjunction with the Finance Sub-Committee and in line with the agreed Financial Regulations and purchasing procedures, review and authorise payments for goods and services received by the charity.
- In conjunction with the Finance Sub-Committee, ensure that sufficient insurance cover is in place and reported to the BOT as part of the financial reporting.
- In conjunction with the Chief Executive Officer and finance sub-committee, review and present management accounts to the Board.
- In conjunction with the Chief Executive Officer and finance sub-committee, review and present the draft annual budget to the Board for approval.
- In conjunction with the Chief Executive Officer and finance sub-committee, review the BWY's national accounts and consolidated regional accounts prepared by the BWY Financial Controller, prior to these being sent to the auditors/external examiner.
- Ensuring that the annual accounts are agreed and signed by the auditors in sufficient time that they can be presented to the Annual General Meeting of the members (AGM) following the preceding Year End and presenting these at the AGM.
- Ensuring that the signed copies of the BWY annual accounts are submitted to the Charity Commission, along with the annual return, and to Companies House as required.