

Role of Treasurer

The Treasurer is one of the designated offices of the Board of Trustees of MHH, along with the Chair and Secretary. In addition to the normal duties and responsibilities of a Trustee, the role of treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

Role and person specification

General financial oversight

- To work with the consultants and other Board members in setting a budget for the year ahead
- To be a signatory on the organisation's bank account(s), being one of at least two people with authority to make payments, access the account(s) and communicate with the bank
- To maintain on-going records of all payments in and out, commitments for expenditure and expected income
- To ensure compliance with relevant legislation
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

Financial planning and reporting

- To present financial reports to the Board of Trustees at each meeting
- To prepare the annual accounts in a form acceptable to OSCR, for presentation to the AGM and to OSCR
- To advise on the financial implications of the organisation's strategic and operational plans.

Qualities and Skills Preferred

- Basic numeracy and literacy
- Experience of some form of financial control and budgeting
- A methodical and ordered approach, with a focus on attention to detail
- Familiar with computer-based accounting systems, including simple spreadsheet based systems
- Good communication and interpersonal skills

Time Commitment: The role of the Treasurer requires an estimated commitment of 2-4 hours per month