

Voluntary Board Member Required

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. The Treasurer reports at each meeting of the Board of Trustees on the financial position of the organisation, and advises of any significant issues of which the Board should be aware.

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 establish effective working practices and procedures to ensure the secure operation of the organisation's finances
- 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 receive all invoices and claims for payment, suitably authorised and verified, and to make payment as appropriate; to issue invoices and payment demands on behalf of the organisation, and to receive and ensure that all payments received are paid into the account(s).
- 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 any recommendations of external reviewers are implemented.
- 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 make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the financial implications of the organisation's strategic and operational plans.

- To ensure that there is no conflict between any contracts or investments by the organisation and the aims and objects of the organisation.

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 6 hours per month