

## Role Description for Treasurer of Every-One

### Role summary:

The Treasurer is a key role in supporting the financial governance of EVERY-ONE. In their role, the Treasurer equally facilitates a supportive environment & infrastructure for effective collaboration on the organisations' financial compliance, responsibilities & resilience, and oversees all financial affairs & records.

The right financial governance infrastructure for EVERY-ONE will mean that the organisation will be more confident in its future, and better prepared in its decision-making processes.

### Main Outcomes:

1. To oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
2. Ensure proper records are kept and that effective financial procedures are in place
3. Monitor and report on the financial health and long-term resilience of the organisation
4. Oversee the production of necessary financial reports/returns, accounts and audits, using our Xero Accounting Package

### Specific Tasks:

- Liaise with CEO & relevant Board Members to ensure the financial viability & legal compliance of the organisation
- Regularly report the financial position at committee meetings, using Xero reports
- Make fellow Board Members aware of their financial obligations and lead in interpreting financial data to them
- Oversee the production of an Annual Budget and propose its adoption at the last meeting of the previous financial year
- Ensure proper records are kept and that effective financial procedures and controls are in place, including:
  - Cheque signatories
  - Purchasing limits
  - Purchasing systems
  - Petty cash/float
  - Salary payments
  - PAYE and NI payments
  - Pensions
  - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies
- Lead on appointing and liaising with auditors/an independent examiner
- Support the Chair with finding a successor before the term of office finishes

**Values and Behaviours:**

- ❖ Knowledge and experience of relevant & up-to-date financial & fundraising practices
- ❖ Good financial analysis skills
- ❖ Ability to interpret & communicate financial information clearly
- ❖ Offers positive & constructive challenge where required
- ❖ Communicates openly and transparently
- ❖ Has a clear understanding of confidentiality

**Accountable to:**

- ❖ The Board of Non-Executive Directors

**Please also refer to:**

- ❖ Every-One Mem & Arts
- ❖ Every-One Policy Manual
- ❖ [The Essential Trustee](#), Charity Commission Leaflet
- ❖ [Charity Commission](#)
- ❖ [Companies House](#)
- ❖ [HMRC](#)

**To help you stay up-to-date, please also visit:**

- ❖ [NCVO Website](#)