

Role description of the Treasurer

Purpose

- To monitor the financial matters of the organisation and report to the Board of trustees at regular intervals on its financial health in line with good practice and in accordance with the governing document and legal requirements
- To oversee arrangements for risk management and ensure that these are adequate to organisational need, governance requirements and legal obligations.

Main responsibilities:

- Oversee the framework of internal controls and, in conjunction with the Company Secretary and Chair, the charity's policies, procedures and delegated responsibilities in line with good governance, legal and regulatory requirements
- Oversee and review the preparation of budgets, management accounts and the annual financial statements, ensuring that they are brought regularly and in a timely manner to the Board
- Monitor and advise on the financial viability of the charity, including the adequacy and use of charitable reserves and other funds
- Oversee the risk management framework, ensuring that the risk register is brought regularly to the Board for review
- Develop a working knowledge of the activities, services and products of Action for Stammering Children
- Provide advice and financial analysis to other Board members
- Play a key role in the annual accounts, budgeting, cash flow and management accounts processes
- Act as a liaison with the external auditors
- Monitor the charity's reserves and use of funds
- Act as a counter signatory on all financial transactions and applications to funders when required