

ROLE DESCRIPTION

HONORARY TREASURER

Role Title

Honorary Treasurer

Aim

To lead the financial governance of the Hospice and report to the Board at regular intervals about the financial health of the organisation.

Key Responsibilities

- To oversee, and present budgets, accounts and financial statements to the board.
- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with good governance, legal and regulatory requirements including, for example, the Charities Commission.
- To be instrumental in the development and implementation of financial, reserves and investment policies.
- To ensure that adequate financial controls are in place and are being operated effectively by staff. Liaising with the Finance Manager and CEO concerning the financial activities of the organisation.
- Overseeing the Hospice's relationship with its Auditors, including the annual meeting between the Auditors and Finance Sub Committee.
- Be a Member of the Finance Sub Committee in line with standing orders and terms of reference.
- Monitoring and advising on the financial viability of the Hospice.
- Implementing and monitoring adherence to specific financial controls and systems.
- Advising on the financial implications of the Hospice strategic plan.
- Acting as a counter-signatory on charity cheques and any applications for funds.

Notes

The above responsibilities are additional to those described in the Board Member Role Description.

All Trustees are jointly and individually responsible for the good financial governance and management of the Hospice.