

PERSON SPECIFICATION

HONORARY TREASURER

The unique character of the Treasurer

The Treasurer will be sufficiently competent and skilful to guide the Board's decision-making processes. This will be evident in an ability to understand, interpret and explain financial information in a way that supports sound decision-making. The qualities of an outstanding Treasurer are the ability to balance the immediate and long-term financial implications of strategic decisions and the ability to offer a balanced view of risk and opportunity.

Financial perspective of the Treasurer

The Treasurer will have significant experience of setting and monitoring organisational budgets and an understanding and acceptance of the financial and legal duties, responsibilities and liabilities of Trustees. They should be a partly or fully qualified accountant, or with equivalent experience.

Strategic thinking

Significant experience in financial management at a senior level, including the oversight of financial accounts, audits and risk management processes. Understanding of business strategy, and ability to contribute to the continuance of the Charity and its financial success. Experience of investment and understanding of this in a charity context. Ability to contribute the development of key financial and accounting policies that promote strategic advantage.

Decision making

- Demonstrates good, independent judgement.
- Willingness to speak their mind and prepared to make unpopular and/or demanding recommendations to the Board.

Information analysis

- Insists on sufficient and reliable information. Confident to challenge financial information.
- Able to undertake trend analysis in order to inform appropriate scrutiny of budgets and forecasts.
- Able to contribute to effective scenario planning.
- Able to analyse proposals and examine their financial consequences.

Communication

- Listens dispassionately, intently and carefully, questioning where necessary to ensure understanding. Is frank and open, willing to admit errors and shortcomings. Maintains open lines of communication with the Board, its Chair, the CEO, the Finance Team and the Accountants and Auditors.
- Speaks in a way that is easy to understand, is concise, avoids jargon and presents content appropriate to audience needs.
- Willingness to express views constructively while collaborating with others.

Interaction with others

- Recognises the members of the Board are jointly and severally responsible for the overall governance and strategic direction of the Charity, its financial health and the probity of its activities.
- Experience of building and sustaining relationship with key stakeholders and colleagues to achieve organisational goals.
- Ability to work effectively as part of a team.

Knowledge and experience

- Some knowledge of fundraising in the Charity sector.
- Experience and/or understanding of regulations and compliance in terms of financial reporting of Charities, including VAT and Gift Aid.
- Understanding of the relevant Charity Commission's Guidance to Charities, especially CC12, Managing a Charity's Finances.
- Experience of managing contracts and contractual liability.

Other

Ability to contribute sufficient time to the role, over and above that which is expected from all Board Members.

Note

This Specification supplements the duties defined within the Board Member Role Person Specification.