



Job Description for Treasurer

Role

To maintain an overview of the Society's financial affairs, ensuring that it is financially viable and solvent, to ensure that proper financial procedures are operated and that proper records are kept.

Responsibilities

- Ensuring that the financial resources of the Society meet its present and future needs and obligations
- Ensure the trustees are informed about their financial duties and responsibilities
- Ensure that the Society has and follows an appropriate policy on financial reserves
- Ensure that proper accounting records are kept and that appropriate accounting procedures and financial controls are in place
- Ensure that the Society follows an appropriate investment policy and there is no conflict between any investment held and the charitable purposes of the Society
- Ensure that the accounts are audited in accordance with applicable accounting standards and as required by law and the relevant regulations, eg the Charity Commission and Companies Act 2006.

Duties

- Oversee and present budgets, accounts, reports and financial statements to the Trustees
- Liaise as appropriate with members of staff who have responsibilities for financial activities of the Society
- Liaise with the Society's auditors as appropriate
- In conjunction with senior staff, create and ensure implementation of sound financial instruments, controls and systems, for the control of the Society's assets
- Advising on the financial implications of the Society's strategic objectives
- Answer questions on the BSH and BSH Enterprises accounts at any General Meeting of the Society
- Act as a signatory on the Society's banking transactions, including online banking, and any applications for funds, eg for grants and awards
- Assisting the CEO and Secretary with annual pay reviews
- Chair the Finance, Audit and Risk Committee
- The Treasurer is *ex officio* a Director of BSH Enterprises and should attend its meetings, and will need to work with the team and provide financial input to the Annual Scientific Meeting
- Sit on recruitment and disciplinary panels where appropriate and in line with the Society's agreed procedures
- Will contribute actively to the Board of Trustees' role in giving financial direction to the organisation including overseeing financial policy, goals, targets and evaluating performance against agreed targets
- Being assured that the financial resources of the Society meet its present and future needs
- Leading on identifying financial risks facing the organisation and recommending appropriate action.

Skills and Knowledge

- Strong leadership skills
- Good independent judgment
- Commitment to the Society
- Willingness to speak their mind
- Ability to think creatively
- Open and transparent approach
- Ability to work effectively as a member of a team

Continued

- Skills to analyse financial proposals and examine their consequences
- Exhibit Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Time Commitment

- 4-5 Board meetings per annum including an overnight retreat
- 4-5 Finance, Audit and Risk Committee Meetings per annum (mostly via teleconference)
- 2 meetings per annum with the external auditors
- 2-3 Risk management meetings (via teleconference)
- 2 hours a week on Society business (including sign off of invoices etc).