**DORCHESTER MUNICIPAL CHARITIES**

**Treasurer Role and Responsibilities**

The Board of Trustees has allocated a special role to the Treasurer who complies with the provisions for officers in the charity’s governing document.

The Treasurer does not have any extra powers or legal duties than their co-trustees but carries out the as role described. All trustees have responsibility for finances but the Treasurer takes the lead on financial matters at Board level within the charity.

The Treasurer is elected for a period of 1 year and re-elected for a maximum of 5 years. The decision is recorded in the minutes of the Board of Trustees.

**RESPONSIBILITIES**

* Ensure the charity keeps proper accounts
* Review the charity’s financial performance
* Draft and review the charity’s financial and investment policies
* Oversee the charity’s financial risk management process
* Ensure the charity has robust and effective financial controls in place
* Monitor and advise on the financial viability of the charity
* Advise on the financial aspects of the charity’s Business Plan including potential development projects
* Report on financial matters to the Board of Trustees, in a format that helps the Board understand the charity’s financial position.

**LIAISON**

Liaise with:

* Financial Clerk and Clerk to the Trustees who carry out day-to-day financial transactions
* The charity’s independent examiner and bankers
* Any other professionals involved in financial matters.

**MANAGEMENT TEAM**

If Treasurer is also a Trustee:

* Member of the Management Team alongside the Chairman and two Vice-Chairmen
* Counter-signatory for cheques, banking processes and applications for funding.

If Treasurer is *not* a Trustee:

* Support the Management Team with financial matters as needed.

**TIME COMMITMENT**

* + Variable, on average ½ day per month.

**PERSON SPECIFICATION**

* Professional financial qualification
* Knowledge and experience of current finance practice relevant to voluntary and community organisations
* Knowledge of bookkeeping and financial management
* Good financial analysis skills
* Ability to communicate clearly in order to provide clarity to the Board about financial matters.

**RECOMMENDED READING**

Dorchester Municipal Charities, *Trustee Roles and Responsibilities*

The Treasurer’s Forum, *Honorary Treasurer’s Handbook,* <http://www.honorarytreasurers.org.uk/index.html>

Documents are available to view in The Clerk’s Office.

**BIBLIOGRAPHY**

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