

## Treasurer of The Anthony Seddon Fund

### General Responsibilities

In addition to the general responsibilities of a trustee, the duties of the treasurer include the following:

- Overseeing, approving, and presenting budgets, accounts, and financial statements.
- Being assured that the financial resources of the charity meet its present and future needs.
- Ensuring that the charity has an appropriate **Reserves Policy**.
- Preparing and presenting financial reports to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of the charity's strategic plans.
- Ensuring that the charity has an appropriate investment policy.
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity.
- Monitoring the charity's investment activity and ensuring it is consistent with the charity's policies and legal responsibilities.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies (The Charity Commission).
- If external scrutiny of accounts is required, ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the charity.
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.
- Sitting on appraisal, recruitment, and disciplinary panels as required.

### Person Specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience.
- Some experience with charity finance, fundraising, and pension schemes.
- The skills to analyse proposals and examine their financial consequences.
- Being prepared to make unpopular recommendations to the board.
- A willingness to be available to staff for advice and inquiries on an as-needed basis.