

## **Voluntary Action Camden – Treasurer Role Profile**

**The role of the Treasurer** is to maintain an overview of VAC's financial affairs to ensure that it is financially viable and that proper financial records and procedures are maintained.

**The responsibilities of the Treasurer** will include the following tasks:

1. Overseeing, approving and presenting budgets, accounts and financial statements
2. Making sure that the financial resources of VAC meet its present and future needs
3. Ensuring that VAC has an appropriate reserves policy
4. Preparing and presenting financial reports to the Executive Committee (EC) in collaboration with the Executive Director and Finance Manager
5. Ensuring that appropriate accounting procedures and controls are in place
6. Liaising with relevant staff and volunteers about financial matters
7. Advising on the financial implications of VAC's strategic plans
8. Ensuring accounts are prepared and disclosed in the form required by funders and relevant statutory bodies, i.e. Charity Commission, Companies House
9. Leading on appointment and liaison with auditors/an independent examiner to ensure that accounts are audited/examined in manner required, and recommendations implemented
10. Keeping the EC informed of its financial duties and responsibilities
11. Contributing to VAC's fundraising strategy
12. Making a formal presentation of the accounts to the AGM and drawing attention to important points in a coherent and comprehensible way

### **Time commitment**

The EC meets approximately nine times per year in the evening from 6.30 to 8pm. The Finance Subcommittee meets approximately nine times per year and is attended by the Treasurer, Chair, Executive Director and Finance Manager and is up to an hour and a half. In between meetings, there is an expectation that the Treasurer will provide strategic, and in some cases, operational, support to the Finance Manager and Executive Director. The time commitment is up to four hours per month.

### **Person specification**

- Financial qualifications and experience, ideally a qualified accountant
- Experience of charity finance, fundraising and pension schemes, particularly in the context of smaller voluntary organisations
- Skilled in analysing proposals and their financial consequences
- Readiness to make unpopular recommendations to the EC
- Willingness to be available to staff for advice and queries on an ad hoc basis