

Role Title:	Treasurer
Direct Reports:	The Treasurer works closely with the Convenor, Finance Committee, Chief Executive and Finance Officer of VOCAL
Background:	Finance, Strategy and Governance, Risk
Remuneration:	up to £300 pcm equivalent

Purpose of the role:

- To serve as a voluntary, unpaid trustee of the charity
- To undertake the role of treasurer in a part-time paid capacity

1. Role Summary

The Treasurer monitors the financial management of the charity and reports to the Board on budget projections, cash-flow forecasting, income and expenditure accounts and the overarching strategic management of VOCAL's financial resources.

The Treasurer acts as a counter signatory for the Board for applications and financial transactions, liaises with auditors and ensures compliance with relevant regulators in a timely fashion.

2. Governance responsibilities, as a trustee in an unpaid role

- Advise the Board on its duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in compliance with governance, legal and regulatory requirements. This applies to both the Edinburgh and Midlothian sectors of the charity, though the accounts structure is the same for both.
- Chair Finance Committee in line with terms of reference and ensure regular reporting to the Board.
- Advise the Board on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Advise the Board on the development and implementation of financial reserves, cost management and investment policies.
- Share duties as a trustee with the other trustees.

3. Responsibilities of the paid Treasurer

Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Ensure high transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.
- Oversee financial aspects of contracts with partners, including their adherence to budgets and management accounting requirements.

Management Reporting

- Work closely with the Finance Officer to ensure a high standard of financial management, review management accounts quarterly and deal with any specific issues.

Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by trustees.

Reserves Policy

- Develop and regularly report on reserves policy, safeguard the organisation's assets and advise on changing circumstances

Social enterprises

- Oversee financial aspects of VOCAL's social enterprise activity to ensure due diligence and compliance with governance, legal and regulatory requirements

4. Person Specification

Essential

- Experience as a qualified accountant with knowledge of charity finance, incl. SORP
- Some familiarity with accountancy software, e.g. SAGE.
- Proven ability to communicate and explain financial information to stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and accepting the legal duties and responsibilities of trusteeship.

Desirable

- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more other areas e.g. strategic planning, business management, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

5. Time Commitment

- The Board meets monthly for two hours and the Treasurer chairs the Finance Committee (bi-monthly). The Treasurer meets regularly with the Finance Officer, and as required, with the Auditors for the preparation of the annual accounts and audit.
- The total time commitment is estimated at 10 hours per month / 120 hours per annum.

6. Location and More Information

- Meetings are usually held or by video-conferencing or at VOCAL's Edinburgh Hub, 60 Leith Walk, Edinburgh EH6 5HB.
- Extensive information about VOCAL is to be found at our web-site: <https://www.vocal.org.uk>
- Further information about the role of Treasurer is available from either the Convenor of the Board (convenor@vocal.org.uk) or the CEO (sfischer@vocal.org.uk)