

Ealing Parks Foundation

Role of Treasurer of Ealing Parks Foundation

Note: The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. In charities without paid staff, the Treasurer may take a greater role in the day-to-day finances of the organisation. At present the EPF is not large enough to require all of this but we anticipate many of them as we grow.

Treasurer of Ealing Parks Foundation

In addition to the general responsibilities of a trustee, duties of the treasurer **can** include the following.

Now

1. Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
2. Overseeing, approving and presenting budgets, accounts and financial statements
3. Contributing to the fundraising strategy of the organisation
4. Gift Aid reclaim
5. Being assured that the financial resources of the organisation meet its present and future needs
6. Keeping the board informed about its financial duties and responsibilities
7. Advising on the financial implications of the organisation's strategic plans
8. Ensuring that the charity has an appropriate reserves policy
9. Ensuring that appropriate accounting procedures and controls are in place
10. 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

Future

11. Liaising with any paid staff and volunteers about financial matters
12. Ensuring that the charity has an appropriate investment policy
13. Ensuring that there is no conflict between any investment held and the aims and objects of the charity
14. Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
15. If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
16. 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 of 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 enquiries on an ad hoc basis