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**Treasurer role description**

**Summary of the role:**

The overall role of the 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.

**Overall responsibilities:**

The responsibilities of the Treasurer include:

* Overseeing and approving budgets, accounts and financial statements.
* Ensuring proper records are kept and effective financial procedures and controls are in place.
* Regularly reporting the financial position at Board meetings (e.g. quarterly reports), drawing attention to important points in a coherent and easily understandable way.
* Overseeing the production of an annual budget and proposing its adoption at the last meeting of the previous financial year.
* Being assured that the financial resources of the organisation meet its present and future needs.
* Keeping the Board informed about its financial duties and responsibilities.
* Liaising with members of the WSUK team about financial matters.
* Liaising at a Board level with external auditors on specific issues in the auditing process.
* Guiding and advising fellow trustees to formally approve the annual report and audited accounts.
* Contributing to the fundraising strategy of the organisation.
* Appraising the financial viability of plans and proposals.

**Responsible to:** This role works closely with the Chair and Board of Trustees

**Experience and skills:**

The treasurer should have the following qualities:

* Financial experience. (e.g. as a Financial Director, Financial controller or qualified accountant).
* Financial analytical and evaluation skills.
* Good, independent judgement and strong leadership skills.
* Ability to communicate clearly.
* A team-oriented approach to problem solving and to management.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* A willingness to devote the necessary time and effort and be available to staff for advice and enquiries on an ad hoc basis.
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

This is a voluntary position although all reasonable expenses are paid *(in line with the WSUK expenses policy).*

This role will require a Disclosure and Barring Service (DBS) check.

**Time commitment**

* The Board meets around 4 times per year, held virtually in the evening.
* The AGM is typically held as a face-to-face meeting on a Saturday afternoon in / near Worthing, West Sussex*.*
* Attendance at fundraising events and the Wolfram Syndrome annual conference is optional.

GI April 2022