



Role Description and Person Specification

Treasurer

The role of CARA's treasurer is to support the Board to oversee all aspects of financial management, and to make recommendations to the Board in relation to the organisation's finances. It should be noted that having a treasurer as part of the Board structure does not absolve other Board members from the financial responsibilities of their role.

The Treasurer is responsible for:

- Liaising with relevant staff about financial matters to ensure information to the Board is comprehensive and clear.
- Ensuring that the Board receives regular budget reports.
- Ensuring the development of budgets, accounts and financial statements to the required standards.
- Providing assurance that appropriate financial systems and controls are in place.
- Supporting the Board to ensure compliance with relevant legislation.
- Advising on financial implications of strategic and operational plans.
- Supporting the Board to ensure that proper financial records are kept.
- Making recommendations to the Board in relation to financial matters and ensuring that Board members are aware of their financial responsibilities.
- Taking the lead on the appointment and oversight of the auditor.

Person Specification

- A financial background, such as being a qualified accountant or having experience of finance, ideally charity finance.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors.

In addition to the above, the Treasurer will have the responsibilities and qualities of all trustees.

The role description for the Treasurer and for all trustees should be read in conjunction with CARA's '**Code of Conduct for trustees**'.

Board members have a collective responsibility. This means that trustees always act and make key decisions as a group and not as individuals.

Terms of appointment of the Treasurer

Terms of office

- The Treasurer is appointed for a 3-year term of office, with re-appointment for 2 further terms, to a maximum of 9 years. Reappointment is subject to satisfactory performance and contribution.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment (Estimated at 1 day per month)

- Attending 6 Board meetings annually, including some face-to-face meetings. 100% attendance is expected, except in emergencies.
- Regular communication with the CEO, with flexibility to respond swiftly to the occasional ad hoc issue.
- An annual review meeting with CARA's accountant after our annual financial statements have been prepared.
- Attending strategy day or other strategic sessions, as agreed.