

Purpose of Post

Flintshire Mind's day to day finances are managed by the staff team, led by the Chief Officer. The role of the Treasurer is to maintain an overview of the organisation's financial affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

The key duties of the Treasurer are:

- To take the lead in overseeing the charity's financial affairs, ensuring it's resources meet its present and future needs
- Checking that budgets are prepared and monitored
- Checking that the accounts are prepared in the appropriate format and submitted to funders and to the Charity Commission and Companies House
- If external scrutiny of accounts is required, to liaise with auditors and check the appropriate audit is carried out
- Keeping the Board aware of its financial responsibilities and being aware of/sharing relevant legislation
- Ensuring that appropriate financial procedures, controls and records are in place
- Overseeing the development of income generation/fundraising and reserves strategies for the organisation
- 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. (although this task can be delegated to the appointed accountants).

Person specification

The skills, experience and qualities expected from the Treasurer.

Role of Treasurer

1. Financial qualifications and / or experience (essential)
2. Some experience of charity finance, fundraising and pension schemes (desirable)
3. The skills to analyse proposals and examine their financial consequences (essential)
4. A willingness to be available to staff for advice and enquiries on an ad hoc basis