

## **Treasurer Role Description**

Southwark Day Centre for Asylum Seekers (SDCAS)

**Role title:** Treasurer

**Reports to:** the Trustee Board

**Location:** London, Greater London

### **Purpose of the role:**

- To monitor the financial administration of the charity and report to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements
- To work in partnership with the Director and bookkeeper to ensure the organisation's finance function is efficient and effective

### **Main duties**

1. As a trustee, to ensure:
  - that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
  - that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
  - that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
  - that the organisation defines its goals and evaluates performance against agreed targets
  - the good name and values of the organisation and its reputation are safeguarded
  - the effective and efficient administration of the organisation, including having appropriate policies and procedures in place and have been regularly reviewed as required
  - the financial stability of the organisation and all audits and monitoring is undertaken
  - the property of the charity and its investments are protected and properly managed
  - proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)
2. As treasurer, to:
  - oversee and present budgets, internal management accounts and annual financial statements to the board of trustees
  - advise on the financial implications of the charity's strategic plan
  - contribute to the fundraising strategy of the organisation
  - oversee the charity's financial risk-management process
  - lead in the development and implementation of financial reserves, cost-management and investment policies
  - oversee the implementation of and monitoring specific financial controls and adherence to systems
  - act as a counter signatory on charity cheques and important applications to funders

- lead in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- liaise, where applicable, with the appropriate members of staff responsible for the financial activities of the organisation
- liaise with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations

### **Key qualities**

#### Essential:

- commitment to the welfare of asylum seekers and refugees in London
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- financial qualifications and experience
- experience of charity finance, fundraising and pension schemes
- the skills to analyse proposals and examine their financial consequences
- proven interpersonal skills such as ability to work cooperatively, empathy, listening to others etc particularly when making unpopular recommendations to the board
- knowledge of and commitment to diversity in relation to the protected characteristics
- willingness to be available to staff for advice and enquiries on an ad hoc basis
- ability to work in a flexible environment

#### Desirable:

- lived experience of being a refugee/asylum seeker