



Carer Support Wiltshire Trustee Role Description

Carer Support Wiltshire is seeking a Trustee with the financial knowledge and understanding to ensure the charity operates on a sound and sustainable financial basis and in accordance with charity and companies legislation, and Carer Support Wiltshire's financial policies.

Treasurer

Role

The role of the Treasurer is to provide advice and assistance to the Board of Trustees, the Chair and the Chief Executive in all matters relating to the financial running of Carer Support Wiltshire (CSW), ensuring the charity operates on a sound and sustainable financial basis and in accordance with charity and companies legislation, and CSW's financial policies.

He/she must have a sound knowledge of CSW's financial procedures together with a good working knowledge of financial legislation relating to the running of a registered charity to fulfil both financial and governance duties.

The principal responsibilities of the role are to:

- Chair the Finance Sub-committee in line with CSW's Articles of Association and Terms of Reference and reporting findings/developments back to the Board of Trustees.
- Monitor CSW's financial standing and provide reports to the Board and CEO regarding cash-flow forecasting, income streams, expenses and the overarching strategic management of CSW's financial resources, maintaining a healthy balance sheet and reserves position.
- Oversee CSW's financial risk-management process, liaising with the Chair of the Quality Control and Volunteering Sub-committee (QCVS), which oversees CSW's risk management overall, and report on CSW's financial health to the Board at regular intervals.
- Ensure CSW has the appropriate level of financial controls in place, and act as a counter signatory on cheques and electronic payments, in accordance with the Financial Procedures Policy, and on major applications to funders.
- Ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaise with external auditors on financial issues.
- Ensure that CSW's financial assets are responsibly managed/invested for the betterment of its work and for the beneficiaries it serves.

As with all other Trustees, the Treasurer should focus on CSW's strategic purpose and the needs of its beneficiaries. The Treasurer should be fully committed to CSW's mission, vision and objectives.



Treasurer's Duties

These are:

Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Support the Finance Manager, Financial Reporting Manager and Head of Fundraising by reviewing costings and/or budgets for major bids and contract tenders.
- Suggest alternative scenarios while evaluating strategic plans as a part of the financial and overall risk management process and as a part of performance and reporting scenarios.
- Engender transparency and accountability to improve resource allocation and CSW's reputation by adopting specific measures as required by SORP guidelines.

Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with the Chief Executive, Finance Manager, Financial Reporting Manager and Trustees to prepare and produce management accounts regularly.
- To monitor that CSW is adequately insured for property, employer's liability, public liability and other such risks as directed by the Board.
- To monitor the payment of salaries, PAYE, National Insurance contributions, VAT, Statutory Sick Pay and expenses and to advise as appropriate on the preparation and submission of returns to the appropriate bodies.

Statutory Financial Reporting

- Board-level liaison with external auditors on specific issues in the auditing process and related Board representations. In this regard, ensure regular review of CSW's auditors, including the auditing tendering process.
- Guide and advise fellow Trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by all the Trustees.

Reserves

Develop CSW's reserves policy and safeguard the charity's finances.



- Keep the Board regularly informed of the free reserves and advise on ways proactively to address changing circumstances.

Person Specification

Essential

- Qualified accountant with demonstrable commercial awareness, current knowledge and a minimum of five years' experience.
- Knowledge of charity SORP and associated impending changes.
- Competent IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Good communication, leadership skills and a team-oriented approach to problem solving and management.

Tenure and Terms

The Treasurer is elected at the first meeting of the financial year with all other key CSW Board Office Holders and is expected to serve an initial two-year term and is eligible for reappointment for two further one-year terms.

The Treasurer is expected to represent CSW as directed by the Chair and agreed with the Board and to report back as appropriate. In addition, the Treasurer may be invited to chair advisory groups or working groups to address specific issues/tasks as requested by the Chair and agreed by the Board.

The Treasurer should participate in relevant training as appropriate.

The Treasurer should revise this role description as necessary in consultation with the Board.

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