**TTVS Directors – Treasurer Role**

TTVS is a registered charity based in Torridge. We’re dedicated to supporting communities, groups and individuals seeking to make positive change.  At our heart, we oversee the volunteer sector, whilst performing other crucial roles.  We run a diverse range of projects that support a broad section of our community, filling a vital gap in community need.  These projects are predominantly caring, supporting both child and young adult carers (Young Carers Connected) and their families, offering help at home, befriending for the lonely and rurally isolated and helping the over 65s to maximise their income.

#### Trustees and their responsibilities

Special responsibilities: Both the Treasurer and the Chair of the charity will have wider responsibilities than other trustees. For instance, the Treasurer will ensure that proper accounts are kept, and help set financial and investment policies. The Chair, as well as helping to plan and chair trustee meetings, may also be the link between the trustees and the employees and representing the charity at appropriate events. However, when it comes to making decisions about the charity, the trustees must take them together.

**The Treasurer**

The Treasurer takes the lead in overseeing the financial affairs of TTVS, ensuring its financial viability and that proper financial records and procedures are maintained. The Treasurer will assist other Directors to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the Board receives reports containing the information Directors need in an 'easy to understand' format, and helping Directors guide any other professional advisers they have appointed.

The tasks of the TTVS Treasurer include:

1. Liaising with the TTVS Finance Officer to ensure the preparation and presentation of financial reports to the Board on a quarterly basis via the Finance Sub Group
2. Chairing the Finance Sub Group
3. Keeping the Board aware of its financial responsibilities
4. Monitoring the work of the Finance Officer to ensure that:
* TTVS’s accounts are prepared in a suitable format
* Accounts and financial systems are audited as required by law
1. Liaising with the auditors/independent examiners when required

**Role description for the TTVS Treasurer**

The overall role of the Treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained. The Treasurer will liaise closely with the Finance Officer and Chief Executive.

The responsibilities of the Treasurer include:

1. ensuring the preparation and presentation of budgets, accounts and financial statements
2. ensuring the financial resources of the organisation meet present and future needs
3. ensuring that the organisation has an appropriate reserves policy
4. advising on the financial implications of the organisation's strategic plan
5. ensuring that the organisation has an appropriate investment policy
6. monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
7. ensuring that the accounts are prepared in the form prescribed by the Charities Commission regulations, included in the annual report and submitted to the relevant statutory bodies
8. ensuring that the accounts are audited in the manner prescribed by the Charity Commission and Companies House regulations, and any recommendations of the auditors implemented
9. keeping the Board informed about its financial duties and responsibilities
10. 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 sitting on appraisal, recruitment and disciplinary panels as required

**Person specification of the Treasurer**

In addition to the qualities needed by all Directors, the Treasurer should also possess the following

1. financial experience and business planning skills
2. some experience of organisation finance and the skills to analyse proposals and examine their financial consequences
3. a preparedness to make unpopular recommendations to the board

For further information please contact our CEO Darran Hill darran@ttvs.org.uk