



Treasurer of BAC

In addition to the general responsibilities of a trustee, duties of the treasurer at BAC include the following.

- Overseeing, approving, and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that BAC has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting / record keeping procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of BAC's strategic plans
- Ensuring that BAC has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of BAC
- Monitoring BAC's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- Ensuring that the accounts are scrutinised with an independent examination or audit and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of BAC
- 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

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience
- Experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis