



FOYH Hon Treasurer Role Description

Purpose of the Role

To oversee the financial affairs of the charity, ensure strategic leadership and development of the Friends of the Yeatman Hospital and provide advice and support to the Chairman and trustees

Key Responsibilities

- To ensure that the Friends of the Yeatman Hospital (FOYH) complies with its Constitution and its own financial rules, charity law, and other relevant legislation or regulations
- To ensure that adequate financial procedures and controls are in place and that the Friends operates within a sound financial framework
- To advise the Trustees on the financial implications of their strategy and policy objectives.
- To ensure that the organisation has appropriate financial risk management and reserves policies in place
- In association with the Chairman, Hon Secretary and Administrator to ensure all financial dealings are properly accounted for and publicly available
- To act as authorisation for online (and other) bank accounts
- To lead the production of an annual budget, propose its adoption to the Executive Committee and monitor performance against budget
- To liaise with the Administrator to ensure that financial information (e.g. balance sheet, cash flow, bank balances, fundraising performance) is reported to the Trustees in a timely manner and to be satisfied that this is comprehensive and accurate
- To ensure all financial dealings are properly accounted for, that grants, and other funds received for specific purposes are appropriately spent and accounted for as Restricted Funds as appropriate.
- To discuss the Independent Examiner's report and annual accounts with the Trustees and report formally on this at the Annual General Meeting
- To manage the process of appointment of the Independent Examiner to the organisation
- To assist other Trustees, and the Chairman to identify, recruit, appoint and induct the next Treasurer of the board
- To present reports on the current financial position to meetings of the Executive Committee and Strategy Sub-committee, including both numerical data and a written commentary on points of importance
- To process Gift Aid claims, send them to HMRC at appropriate intervals, and ensure that the correct amounts are received

- To produce a list of all contributions from members at regular intervals and send them to the Administrator for incorporation into the membership database
 - To maintain accurate account books and supporting documents and present them to the Independent Examiner for assembly of the trustees' annual report and account
- Personal Experience, Skills and Qualities:
- Experience and knowledge of managing finances, bookkeeping or similar
 - Experience and knowledge of current practice relevant to voluntary and community groups
 - The skills to analyse proposals, examine their financial consequences and make concise recommendations
 - A recognised financial and/or accounting qualification would be highly beneficial but is not a prerequisite
 - Ability to communicate financial information clearly; able to use IT competently
 - Commitment to the organisation; willingness to devote the necessary time and effort
 - Strategic vision; good, independent judgement
 - Ability to work cooperatively as part of a team
 - Willingness to speak their mind and appropriately challenge other trustees and employees; able to make unpopular recommendations to the Board, if necessary
 - Willingness to be available to employees with financial responsibilities on a scheduled or ad- hoc basis to provide advice and answer enquiries
 - Familiarity with popular accounting software packages would be an advantage but not a prerequisite
 - Painstaking attention to detail and desire to eliminate error
 - Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Application of the “Nolan Committee’s seven principles of public life”: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>