

ROLE PROFILE – VICE TREASURER

This document should be read in conjunction with the role descriptions for Trustees.

Overview

As Vice Treasurer, you will support, assist and/or deputise for the Honorary Treasurer in overseeing the financial affairs of erosh and ensure they are properly managed, in line with good governance, legal and regulatory requirements, and appropriate accounting practice.

Key Responsibilities (in support of the Honorary Treasurer)

- To ensure effective financial procedures are in place and proper records are kept.
- To report regularly on the financial health of the charity.
- To produce necessary financial reports, returns, accounts and audits.

Main Duties (in support of the Honorary Treasurer)

- To ensure Trustees are aware of their financial obligations
- To liaise with the Chair, Trustees and staff to ensure the financial viability of the charity
- To provide regular financial performance reports to Trustees and interpret financial data for them
- In conjunction with the Administrative Officer, to ensure that effective financial procedures and controls are in place, and proper accounting records are kept
- To act as the main point of contact for communication with erosh's bank
- To prepare the annual budget
- Contribute to the assessment of the financial viability of strategic plans including risk assessment
- To manage the annual auditing process liaising with the auditors/independent examiner
- In conjunction with the Administrative Officer, Chair, and Vice-Chair, authorise payments
- Provide advice and guidance to the Chair and CEO in relation to financial management

Qualities and Experience

- Knowledge and experience of financial practice in relation to charitable organisations
- Knowledge of accountancy and bookkeeping management
- Good financial analysis skills.
- Organisation and administrative skills
- Team and partnership working skills
- Ability to communicate complex information clearly
- Leadership, management and assertiveness skills

Commitment

As well as attending meetings of the Board of Trustees, the Treasurer may be expected to attend other meetings or events throughout the year e.g. sub-group meetings, network meetings/network chairs' day, awards events etc. as well as representing erosh at external meetings and events as appropriate.

Erosh is a very small charity with part-time staff and consultants so a 'hands on' approach is essential as is the ability to communicate regularly through e-mails and telephone calls.

This is not a remunerated post, but reasonable travelling expenses can be claimed if not met by the Vice-Treasurer's employer.

Any questions

If you would like to discuss the Treasurer's role further or have any queries, please contact either our Chief Executive, Rebecca Mollart, on 07803 176527 or ceo@erosh.co.uk; or our current Chair, Robin Deane, on 01424 728200 / 07703 200253 or Robin.Deane@optivo.org.uk

