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*Learning. Living. Wellbeing*

64 Altenburg Gardens

London SW11 1JL

www.sharecommunity.org.uk

Reg. Charity no. 264 894

Company 01081030

Treasurer Trustee job description

**Main tasks:**

1. On behalf of the trustee body to ensure that Share’s financial obligations are met.

2. In conjunction with the Chair/Vice Chair to lead the trustee body in ensuring that it fulfils its responsibilities for the governance of the organisation.

3. In conjunction with the Chair/Vice Chair to optimise the relationship between the trustee body and its staff/volunteers.

**Main duties relating to:**

**1.** **Ensuring that Share Community’s financial obligations are met**

1. To make sure that it operates within the legal and financial guide-lines set out in current legislation and its own standing orders.
2. To ensure that adequate financial controls are in place and that the organisation operates within a sound financial framework.
3. To ensure all financial dealings are accounted for.
4. To ensure that grants and other funds received for specific purposes are appropriately spent.
5. To work with and support the Head of Finance and Operations, in order to be satisfied that the financial information presented is comprehensive and accurate.
6. To identify any additional financial risks facing the organisation (i.e. not identified by the Head of Finance and Operations) and recommend appropriate action.
7. To advise the trustee body on the financial implications of its strategy and policy objectives.
8. To chair an annual meeting with external auditors (and any other delegated members of the trustee body) to discuss the Auditor's report and accounts: to report formally on this to the main trustee body.
9. To manage the process of appointment of Auditors to the organisation.

2. **Ensuring trustee body fulfils its responsibilities**

1. To help the Chair and Vice Chair to ensure that the trustees set overall strategy and policy objectives.
2. To ensure that Share Community has a satisfactory system for holding in trust for the beneficiaries of the charity any monies or property to ensure that where appropriate monies are invested to the greatest benefit of the organisation within the constraints of the law and ethical investment practices.
3. In close consultation with the Chair, Vice Chair and Chief Executive to make recommendations on the composition of the trustee body, and future treasurers of the trustee body (with a view to succession).
4. To work in consultation with the Chair, Vice Chair and Chief Executive to recruit trustees and co-optees with specific/relevant expertise.
5. To help the Chair and Vice Chair ensure that the trustee body annually reviews its structure, role, relationship to staff and implements agreed changes as necessary.
6. To assist the Chair and Vice Chair define and keep under review selection and performance criteria for trustees.
7. With the Chair, Vice Chair and Chief Executive to ensure that all trustees receive appropriate advice, training and information relating to their role.

3. **Optimising the relationship between trustee body and staff/volunteers**

1. To work with the Chair/Vice Chair to ensure that the organisation has appropriate procedures, e.g:
2. to comply with current employment and equal opportunities legislation and good practice
3. to advertise, interview and select senior staff
4. to receive regular informal progress reports of the organisation's work through the Chief Executive
5. to reflect to the trustee body any concerns staff have in regard to the role of the trustee body, its sub-committees or members; to relate the concerns of the trustee body and other constituencies to the Chief Executive
6. in consultation with the Chief Executive, to agree an annual calendar of meetings of the trustees and major events for the organisation.