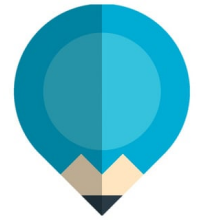


Finance Trustee (Treasurer) Role Description



The Literacy Hubs

This document is to be read in conjunction with the 'Trustee Role Description - The Literacy Hubs'

Role

Finance Trustee (Treasurer) of The Literacy Hubs

Purpose

While Trustees have ultimate responsibility for the organisation, including finance, organisational strategy and staff, the Finance trustee helps the other trustees carry out their financial responsibilities. It is important to note that the charity does have a bookkeeper who provides day to day financial administration.

Key Responsibilities

In addition to the responsibilities set out in the Trustee role description, the role of the Treasurer is to:

- present financial reports to the Board in a format that helps the Board understand the charity's financial position
- advise the Board on how to carry out its financial responsibilities including the maintenance of appropriate policies for reserves and investments
- liaise with professional advisers
- oversee the preparation and scrutiny of the annual accounts
- have particular regard for risk management including the maintenance of appropriate financial controls

Time Commitment

In addition to attending quarterly board meetings:

- Chair meetings of the Finance and General Purposes Committee, which take place six times a year usually a week to ten days before the Board meetings

Person Specification

Essential Skills

- Financial expertise, with a recognised accounting qualification and ability to scrutinise and probe financial statements, reports and balance sheet information
- An understanding of working in a small / medium organisation

Desirable Experience

- An understanding of / sensitivity to the particular situation of a registered charity
- Prior governance or board experience
- An understanding of the education sector

To express your interest in the role please email our Chair of Trustees, Jackie Rainford:
jarainford@yahoo.co.uk

