



Role Description

Honorary Treasurer

Role title:	Honorary Treasurer
Responsible to:	The Board of Trustees
Position:	Voluntary

Overview:

The Friends of York Hospitals (FOYH) is a Charitable Incorporated Organisation (CIO) whose objective is to preserve, enhance and protect the health of patients of the York Hospitals by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.

The role of Honorary Treasurer is one of the three officer posts as identified within the constitution (paragraph 13 (8)) along with the Honorary Secretary and Chairperson.

As FOYH is a small charity, the Treasurer at times may take a greater role in the day-to-day finances of the organisation.

Main duties and responsibilities

In addition to the general responsibilities of a trustee, duties of the Honorary Treasurer include the following.

- Maintain an overview of the organisation's financial affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained
- Overseeing and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- The preparation and presentation of financial reports to the Board of Trustees
- Ensuring the appointment of appropriate external accountants on an annual basis
- Ensuring that appropriate accounting procedures and controls are in place and recorded
- Liaising with any paid staff and volunteers about financial matters

- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- Ensuring the organisation's compliance with legislation
- Ensuring equipment and assets are adequately maintained and insured
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Charity Commission and/or the registrar of companies
- Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the Board of Trustees informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- 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
- To support the Chairperson in the management of paid staff when necessary
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification

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

Essential criteria

- Experience working within finance
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the Board of Trustees
- A willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good communication and interpersonal skills

Desirable criteria

- Financial qualification
- Some experience of charity finance, fundraising and pension schemes
- Experience as a Trustee
- Experience of working in a position of responsibility

Please refer to the CIO Constitution for details of the appointment process and term of office.

Signed:

Name:

Date:

Date approved	
Approved by	Board of Trustees
Review date	
Version	2
Prepared by	SN