

## **Buckinghamshire Food Partnership Charitable Incorporated Organisation**

### **Role description: Treasurer**

**Buckinghamshire Food Partnership** is a new initiative for better food for Buckinghamshire, working collectively towards the vision:

*Everyone in Buckinghamshire has access to and enjoys great tasting, healthy, fair and sustainable food.*

This work is carried out as part of the national network of [Sustainable Food Places](#).

**Role title** Honorary Treasurer

**Direct report** Works closely with the Chair, the rest of the Board of Trustees, and the paid Coordinator(s), currently freelance

**Background** Finance, Strategy and Governance, Fundraising, Legal, Risk

### **Role summary**

Monitors the financial standing of the charity and reports to the Board and Coordinator(s) regarding cash-flow forecasting, income streams, outgoing expenses and the overarching strategic management of the organisation's financial resources.

Oversees the charity's financial risk-management process and reports financial health to the Board of Trustees at regular intervals.

Authorises online bank payments, acts as a counter signatory on cheques and applications to funders, and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.

Liases with external auditors on financial issues and ensures that the organisation's finances are responsibly managed and invested for the betterment of the organisation's work and for the beneficiaries it serves.

### **Main responsibilities of the Treasurer**

#### **In relation to finance**

##### Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.

##### Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with the Coordinator(s) and Trustees to prepare and produce management accounts regularly.

##### Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related Board representations.
- Guide and advise fellow Trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the Trustees.

#### Reserves Policy

- Develop a reserves policy and safeguard the organisation's finances.
- Keep the Board informed of free reserves position regularly and advise to cope with changing circumstances.

#### In relation to Governance

- Take the lead within the Board to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Chair regular finance meetings with the Coordinator(s) and report findings/developments back to the Board of Trustees.
- Advise on the financial implications of the charity's strategic plans and oversee the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.
- Through financial management, support the Partnership Steering Group's strategic plans, and regularly review that the long-term strategic aims of the Partnership align with the objects of the charity.

#### Qualities of a Treasurer

##### Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills.

##### Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

##### Time commitment

- The Board meets between six and twelve times a year and the Treasurer is expected to attend at least half of these meetings.
- You will work with the Coordinator on budgeting, income and expenditure and will be expected to meet at least four times a year.
- In addition to Board meetings, other contact – usually electronic or by telephone – will be necessary.