

Job Description

Honorary Treasurer Headway Darlington and District

Job Title Honorary Treasurer

Responsible to: The Board

Purpose of the post To ensure that the company/charity applies its resources exclusively in pursuance of its charitable objects.

To ensure that the company/charity fulfils its financial obligations, including the meeting of its own procedures and those set out in any legal frameworks that relate to the Association.

To actively contribute to the work of the Board in giving clear strategic direction to the company/charity setting overall policy, defining goals, setting targets and reviewing performance against those targets.

Main Duties

In addition to the duties of any trustee:

To ensure that proper financial records and procedures are maintained.

To ensure that the Board receives proper financial reports.

To ensure that the Board has an appropriate reserves policy.

To ensure that the Board has an appropriate investment policy.

To ensure that the company/charity has an appropriate internal audit policy.

To advise the Board on the financial implications of its long term strategy.

To contribute to the fundraising strategy of the Board.

To liaise with any staff or other volunteers about financial matters.

To ensure that accounts are prepared and disclosed in the form required by the relevant statutory bodies and external funders.

To keep the Board informed about its financial duties and responsibilities.

To make a formal presentation of the accounts of the company/charity at the Annual General Meeting, drawing attention to important points in a clear and easily understandable way.

Type: Voluntary Part time

Contact: Please send a covering letter and CV to:
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