



## Trustee Role Description - Treasurer

**Accountable to:** Board of Trustees

**Responsible for:** Finance

**Term of office:** Three years in the first instance, although Trustees can 'step down' at any time

### Scope and Purpose

The treasurer is expected to maintain an overview of the charity's affairs & financial viability, whilst also ensuring that proper financial records and procedures are maintained. The role is primarily at a strategic level and will be supported by paid staff including the CEO, the Income Generation Manager and the Finance Assistant.

### Role Overview

To ensure that the organisation has effective procedures for accounting, receiving funds and making payments, meets its statutory and regulatory responsibilities and that all business and financial plans are accurate and current.

### Specific Duties and Responsibilities

- Ensuring that GRW is acting within the financial regulations of HMRC, maximising income through reclaim whilst maintaining payment where due.
- Ensuring that GRW is not put at financial risk.
- Preparing financial budget projections in liaison with the CEO and other trustees to ensure that the financial resources meet GRW's present and future needs.
- Ensuring GRW has an appropriate strategy to raise funds and, in collaboration with the CEO, ensuring that effective income generation mechanisms are in place to meet estimated financial demands.
- Acting as a channel of communication for the Trustees regarding finance.
- Ensuring that financial records in QBO are accurate and reconciled to the bank on a monthly basis, and maintaining effective systems for making payments and banking income.
- Liaising with the Independent Verifiers so that the Charities Commission, Companies House, and other regulatory bodies are provided with accounts, reports and other information they may require, in the form required
- Overseeing and approving budgets, accounts and other financial statements, presenting them to trustees, the AGM and wider partners as appropriate.
- Ensuring that the charity has an appropriate reserves policy.

- Ensuring that there is no conflict between any investment held nor income received with the aims and objects of GRW.
- Being responsible for ensuring that GRW complies with all relevant legislation with regards finance.
- Ensuring that equipment and assets are adequately insured.
- Ensuring that the accounts are Submitted to auditors in accordance with the regulations and that any recommendations are acted on.

### General Trustee Responsibilities

- Ensuring that GRW complies with and pursues its objects as defined within its governing documents.
- Ensuring that GRW complies with charity law, company law and any other relevant legislation.
- Ensuring that Greyhound Rescue Wales uses its resources exclusively in pursuance of its objects i.e. that the charity does not spend money on activities which are not in its own objects, no matter how worthwhile or charitable those activities are.
- Contributing actively to the Board of Trustees' role.
- Ensuring financial stability of GRW as a charity today and for the future.
- Protecting and managing the property of GRW.

### Person Specification

- A commitment to animal welfare, Greyhound Rescue Wales and its aims
- Integrity
- Good communication skills
- Willingness to speak one's mind and listen to the views of others
- Ability to work effectively as part of a team
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Strategic vision
- Independent judgement
- Financial qualification and experience in a financial role
- Experience or a broad understanding of charity finance

- Skills to analyse proposals and examine their financial consequences

### Other Information

- Membership of the charity is required.
- Trustee Meetings are currently held on a monthly basis via Zoom.
- Trustees are expected to 'stand down' every three years and if re-elected may only stand for a maximum of 3 x 3 year terms.

If you are interested in the role please drop us a line at :

[vacancies@greyhoundrescuewales.co.uk](mailto:vacancies@greyhoundrescuewales.co.uk)

You can find out more about us here: <https://greyhoundrescuewales.co.uk/>