



## **Treasurers Role**

### **Overview:**

The Treasurer of The Irvine Legacy Centre plays a vital role in ensuring the financial health and sustainability of the organisation. This position involves overseeing the financial aspects, maintaining accurate records, and providing financial insights to support the charity's mission to positively impact the lives of children.

### **Responsibilities:**

#### ***Financial Management:***

- Manage and oversee the organization's financial systems, ensuring accuracy, transparency, and compliance with relevant regulations.
- Develop and implement financial policies and procedures to safeguard the charity's assets and promote financial accountability.

#### ***Budgeting and Forecasting:***

- Work closely with the Board and executive team to develop an annual budget that aligns with the charity's goals and priorities.
- Regularly monitor and update financial forecasts, providing insights into the financial health of the organisation.

#### ***Financial Reporting:***

- Prepare and present regular financial reports to the Board, highlighting key financial metrics and performance indicators.
- Ensure timely submission of financial reports to regulatory authorities, as required.

#### ***Audit and Compliance:***

- Liaise with external auditors and coordinate the annual audit process, ensuring compliance with accounting standards and regulatory requirements.
- Monitor changes in financial regulations and proactively implement necessary adjustments to maintain compliance.

***Cash Management:***

- Manage cash flow and liquidity to ensure the organization's ability to meet financial obligations.
- Oversee banking relationships and optimise investment strategies in accordance with the charity's financial policies.

***Financial Planning:***

- Provide financial analysis and insights to support strategic decision-making by the Board and executive team.
- Collaborate with other trustees to align financial strategies with the charity's overall goals.

***Qualifications / Financial Expertise:***

- Professional qualification in finance or accounting preferably (e.g., CPA, CMA, ACCA).
- Extensive experience in financial management and accounting, preferably in the non-profit sector.
- Experience of being Treasurer in other organisations.

***Analytical Skills:***

- Strong analytical and problem-solving skills to interpret financial data and provide meaningful insights.

***Communication Skills:***

- Excellent communication skills to convey financial information clearly and concisely to diverse audiences, including the Board and external stakeholders.

***Ethical Conduct:***

- High ethical standards and a commitment to maintaining the integrity of financial information.

***Team Player:***

- Ability to work collaboratively with other trustees, executive leadership, and staff to achieve common financial goals.

***Time Commitment:***

The role of Treasurer typically involves a commitment of approximately 10-15 hours per month, which may include attending board meetings, reviewing financial reports, and participating in strategic planning sessions.

By taking on the role of Treasurer, you will contribute significantly to the success and sustainability of the organisation, ensuring that financial resources are effectively managed to maximise positive outcomes for the children and young people we serve.