

Treasurer Role Profile

Overview

Basis Yorkshire has a turnover of approx. £1.2 million. Our finances are managed by the Finance manager in collaboration with the CEO and Deputy CEO, and with support from the Finance Administrator. Together, they ensure monitoring of income and expenditure, cash flow, accounts maintenance and produce Funder and Board reports.

The Treasurer will support the team with strategic oversight through participation on the Finance Working Group, overseeing board reporting in relation to finances and offering insights into key financial consequences of strategic decisions the board takes.

Treasurer Responsibilities and Duties:

- Overseeing and approving organisational budgets, accounts, financial statements.
- Ensuring the financial resources of the charity meet its present and future needs.
- Helping to ensure that the charity has an appropriate reserves policy.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with Senior Leadership Team about financial matters.
- Advising on the financial implications of the organisation's strategic plans.
- Monitoring the organisation's investment activity, ensuring it is consistent with the organisation's policies and legal responsibilities.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, such as Charity Commission and Companies House.
- Ensuring that the accounts are scrutinised and any recommendations are implemented. For example, via an independent examination or audit.
- Keeping the board informed about its financial duties and responsibilities.
- Attending and participating in Finance Working Group and Full Board Meetings.

In conjunction with the co-chairs and other board members:

- To ensure that Basis complies with its governing document, charity law, company law, and other relevant legislation or regulations.
- To contribute actively to the Board's role in giving stability and strategic direction to Basis through business planning and strategy.
- To support and scrutinise our CEO in their work, ensuring the charity is well-run
- To ensure the sustainability of Basis, taking balanced decisions which reflect the short, medium and long-term interests of the charity.
- To ensure the policies which govern the work of the charity are fit for purpose.
- To safeguard the reputation and values of Basis.
- To protect and manage Basis property and ensure proper investment of funds.

Essential skills, knowledge and abilities:

- Commitment to the aims and values of Basis
- Willingness to devote sufficient time to Trustee duties, with flexibility to spend more time on projects as required and attend a minimum of two quarterly board meetings alongside finance working group meetings.
- Ability and availability to respond in a timely manner to e-mails and correspondence associated with Trustee duties.
- Financial experience and ability to read budgets, accounts and financial statements
- Ability to analyse financial proposals and examine their financial consequences.
- Independent judgment and balanced decision-making.
- Good communication and influencing skills.
- Willingness to make an active contribution to the Board and ability to listen.
- Commitment to the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.

Desirable skills, knowledge and abilities:

- Financial qualifications
- Experience of charity finance and regulations
- Knowledge and experience of the voluntary and community sector
- Knowledge of fundraising and pension schemes