

Role Description

Treasurer, serving on the HWMK CIO Board of Trustees

Healthwatch Milton Keynes' Treasurer is responsible for overseeing the financial affairs of the organisation, and ensuring that they are legal, constitutional and within accepted accounting practice.

The treasurer is also responsible for ensuring that effective financial systems and procedures are established, are followed consistently, and are in line with best practice and legal requirements.

General financial oversight

- Guide and advise the Board in the approval of budgets, accounts and financial statements, within a relevant policy framework.
- Understand the accounting procedures and key internal controls, so as to be able to assure the Board of the Organisation's financial integrity.
- Regularly report the financial position at board meetings.
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure compliance with relevant legislation.
- Confirm that the financial resources of the Organisation meet present and future needs.
- Lead on appointing and liaising with auditors.
- Ensure that the accounts are properly audited, that accepted recommendations of the auditors are implemented, and meet the auditor at least once a year.
- Chair and provide leadership to a finance committee, comprising of the Treasurer, CEO and one to two other Trustees, to manage and monitor finances and financial governance.
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies

- Ensure proper records are kept and that effective financial procedures and controls are in place. *The following list may be added to, as appropriate.* i.e.
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Appraise the financial viability of project plans and proposals

Operational

- Act as a signatory for the organisation's bank account with Metrobank
- Approve payments in line with the Board of Trustees Schedule of Delegation
- Support verification and approval of payments through the banking system
- Support the CEO with relationship management with regards to the bank account, accountants, and auditors

Funding, fundraising and sales

- Advise on the organisation's funding and fund-raising strategy
- Ensure that the use of funds complies with conditions set by funding bodies
- Ensure that fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls
- Ensure effective monitoring and reporting
- Monitor the organisation's investment activity and ensure its consistency with policies, aims, objectives and legal responsibilities

Financial planning and budgeting

- Advise the Chief Executive Officer in the preparation and presentation budgets for new or ongoing work
- Advise on financial implications of strategic and operational plans
- Monitor revised financial forecasts based on actual spend.

Financial reporting

- Support the Chief Executive Officer in the preparation of accounts for audit
- Support the Chief Executive Officer in appointing and liaising with auditors/independent examiners.
- Formally present the accounts at the AGM, as required, drawing attention to important points.

- Advise on the organisation's reserves and investment policy.

Control of fixed assets and stock

- Support the Chief Executive Officer to ensure required insurances are in place.

Qualities

Essential

- A professional financial qualification, or relevant experience
- Good financial analysis skills
- Ability to communicate clearly

Desirable

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations