**KAB Treasurer**

**ROLE PROFILE**

**ROLE TITLE:** Treasurer

**REPORTING TO**: Chair of KAB Board of Trustees

**ROLE PURPOSE**: To ensure the charity is financially stable, robust, and compliant.

**SKILLS, KNOWLEDGE & QUALIFICATIONS**

**Required:**

* Knowledge and experience of current finance and fundraising practice relevant to small charities.
* Knowledge of accounting and financial management.
* Good financial analysis skills.
* Ability to communicate clearly.
* Experience of the voluntary sector.

**MAIN RESPONSIBILITIES**

1. To ensure financial stability and viability and the proper investment of funds.
2. Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
3. Ensure proper records are kept and that effective financial procedures and controls are in place.
4. Monitor and report on the financial health of the organisation in a Treasurer’s report for each Trustee meeting and explain the financial position at Trustee meetings.
5. Oversee/undertake the production of necessary financial reports/returns, accounts, and audits.
6. Liaise with the CEO to ensure that the financial assumptions included in grant applications are sound.

## ADDITIONAL DUTIES OF THE TREASURER

1. To work with other Trustees and the CEO to give strategic direction to KAB.
2. Make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data to them.
3. Ensure that the restricted funds are accounted for and spent in accordance with the terms of the funders.
4. Undertake the production of an annual budget with the CEO and propose its adoption at the last meeting of the previous financial year.
5. Lead on appointing, and liaising with, an independent examiner for the process of examining and producing the annual accounts.
6. Supervise the bookkeeper ensuring bookkeeping is accurate and up to date.
7. Prepare/oversee production of monthly management accounts.
8. Oversee the bank and other balance sheet reconciliations as required.
9. Authorise payments and investment deposits/withdrawals, ensuring that they are accurate and made in a timely manner.
10. Ensure payroll is accurate.

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have, to help the board of trustees reach sound decisions.

**PERSON SPECIFICATION**

1. Willingness to devote the necessary time and effort.
2. Strategic vision, and good, independent judgment.
3. Understanding the legal duties, responsibilities, and liabilities of trusteeship.
4. Experience of committee work.
5. Good communication and interpersonal skills.
6. Commitment to the charities aims.