

# TRUSTEE ROLE PROFILE - TREASURER



## Job Purpose:

The Board of Trustees have collective responsibility to provide the organisation with strategic leadership and governance to ensure it is professionally managed and administered, and resources are used appropriately. This role will also provide expertise and leadership on all financial matters.

## Direct Report:

Volunteer Bookkeeper

## Estimated Commitment:

Up to 4 hours per week, plus attendance at monthly Board Meetings and other occasional events including an Annual General Meeting.

## Main Duties and Accountabilities:

### 1. Trusteeship/Governance

The League of Friends of Teddington Memorial Hospital (LOFTMH) is governed under the Charities Act (where those responsible are known as Trustees) and the Companies Act (where those responsible are known as Directors). In both cases, collectively the Trustees or the Directors are known as 'the Board'. Trustees are reminded that whatever specific responsibilities are carried out by individual Trustees, the Board as a unit is responsible for all actions taken.

According to the Charities Commission, all Trustees have the following responsibilities:

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable.

### 2. Treasurer

The Treasurer takes the lead on overseeing all financial aspects of our charitable work and has the following responsibilities:

- Ensure proper accounts and financial records are maintained, and provide monthly financial report to Trustees and annual report and accounts
- Maintain bank accounts, shop accounts and Gift Aid reclaim from HMRC
- To receive and manage bequests and donations
- Recommend finance and investment policies and procedures
- Ensure effective financial compliance, recommend and liaise with auditor
- Timely payment of suppliers.