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## Honorary Treasurer Role Description

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### The Role

Working with the Chief Executive Officer (CEO), Chair of the Finance, Audit and Risk Committee, and on behalf of the Board, the Honorary Treasurer will monitor the financial administration of the charity and have an obligation to keep the Board of Trustees informed on the state of the charity's financial health, in line with good practice, and in compliance with the governing document and legal requirements.

The Honorary Treasurer is an ex-officio member of the Finance, Audit and Risk Committee and may be an elected Trustee of the Board. They will work with the CEO and Chair of the Finance, Audit and Risk Committee to help ensure that:

- the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations, as they pertain to finance and accounting matters.
- the charity applies its resources exclusively in pursuance of its objects.
- the property of the charity is protected and properly managed.
- there is proper investment of the charity's funds
- the financial resources of the charity meet its present and future needs.

Particular areas of responsibility will include:

- overseeing the production and presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees and Council at regular intervals;
- leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- overseeing that proper accounts and records are kept, ensuring financial resources are spent and invested in line with charity policy, good governance, legal and regulatory requirements, and contribute to the fundraising strategy of the organisation.
- be instrumental in the development and implementation of appropriate financial controls, reserves policy, cost-management and investment policies;
- liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation;
- attending meetings of the Finance, Audit and Risk Committee in line with the Committee's Terms of Reference;

- monitoring and advising on the financial viability of the charity's business and strategic plans;
- overseeing the effective implementation of and monitoring specific financial controls and adherence to systems;
- acting as a counter signatory on charity cheques and important applications to funders;
- liaising with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.
- liaising with the relevant individual(s) to ensure that the charity's annual accounts are compliant with the current Charities SORP (Statement of Recommended Practice).

### **Person specification**

- a good understanding and experience of financial management and accounting.
- strong business and financial acumen.

### **The commitment**

This is a voluntary non-executive role and requires a commitment of up to 10 days per annum in addition to other Science Council trustee responsibilities the individual may have. If the Honorary Treasurer is not an elected trustee, the appointment will be for an initial 3-year term with the potential for renewal for a further 3 years. The Honorary Treasurer will work closely with the Chair of Trustees, the Board and CEO to lead the charity in the direction agreed by the Board and supported by Member Bodies of the Science Council.