

CHIVA Trustee Role Description.

Treasurer

Purpose of the role

- To ensure the financial affairs of the organisation are conducted within legal requirements, accounting conventions and good practice
- In partnership with the CHIVA CEO and Finance Manager ensure the financial viability and development of the organisation.

Main duties

- Ensure the Trustee Board fulfils its financial responsibilities
- Provide advice and guidance to ensure proper systems for budgeting, financial control, insurance, and reporting are in place
- Keep Trustee Board informed about CHIVA finances through liaison with the CEO and Finance Manager on a quarterly basis
- Work with the CEO and Finance Manager to advise on how to ensure long term financial viability and development of the organisation

Key knowledge and skills

- A knowledge of financial accounting and reporting procedures
- Ability to communicate financial information to those who may have little or no financial background
- Strategic financial planning skills
- Knowledge and experience of applying the specific regulatory requirements which govern the management of charity finances

Commitments

- Attend 4 x annual Trustee Board meetings and finance sub-committee meetings
- Attend annual CHIVA AGM in March
- Occasionally liaise with staff in between meetings and provide response to reasonable level of queries providing advice and guidance on finance matters as outlined above