

# CAMBRIDGESHIRE ACRE

## TREASURER ROLE DESCRIPTION

### Role Purpose

Overall, the role of the Treasurer is to assist the Board of Trustees to:

1. Maintain an overview of the Organisation's financial affairs
2. Ensuring its financial viability
3. Ensuring that proper financial records and procedures are maintained.

Please note: Cambridgeshire ACRE employs staff to manage its finances on a day-to-day basis.

### Activities to be undertaken

Specifically, he/she will:

- Liaise with the Chief Executive, Head of Business Services, Finance Officer and any organisation appointed to help Cambridgeshire ACRE with its accounting to ensure the financial viability of the organisation.
- Make fellow trustees aware of their financial obligations and assist in interpreting financial data to them.
- Work with the Head of Business Services to ensure that he/she can regularly report the financial position at Board meetings (management accounts, balance sheet, cash flow, reserves).
- Work with the Chief Executive and Head of Business Services to produce an annual budget and recommend its adoption by the Board of Trustees.
- Spot-check that proper financial records are kept and that effective financial procedures and controls are being adhered to.
- Guide fellow trustees in appraising the financial viability of plans and proposals for new work.

### Personal Skills and Knowledge Required:

- Accounting experience
- Experience of charity finance
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- The skill to analyse proposals and examine their financial consequences
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Commitment, willingness and ability to devote the necessary time and effort

### Time Commitments

- To attend all Board of Trustee Meetings (currently c5 per year on a weekday morning between 10am – 12pm).
- To attend meetings with the Head of Business Services and Finance Officer, virtually or face to face, in advance of Board meetings (1 hour, once a quarter).
- To attend a debrief meeting with the Auditor following the annual audit (2 hours, annually).
- To attend Cambridgeshire ACRE's Annual General Meeting (half day, annually).
- To attend other ad hoc meetings of the Board of Trustees, e.g. Strategy Days (2 – 3 half days per year maximum).
- To attend Pay & Reward Committee (2 hours, once a year ahead of budget setting).

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Cambridgeshire ACRE is registered in England as a charity (no.1074032) and a company limited by guarantee (no.3690881)

Registered office: 72 Market Street, Ely, CB7 4LS

