

## **Citizens Advice York role description: Trustee Treasurer**

**Job Title: Trustee and Treasurer** (volunteer)

**Responsible to: Trustee Board (TB)**

### **Main purpose of the role**

In addition to their responsibilities as a trustee ([see separate Trustee Role Description available on the CAY website](#)) the Treasurer is responsible for advising the Trustee Board in its understanding of its financial duties/responsibilities and understanding CAY's financial position.

### **Key responsibilities**

- working with the Chief Executive, the Accountant and Finance Officer or other employees as may be in post to oversee the secure operation of the finances
- chairing the Finance Committee
- keeping Trustees informed about its financial duties and responsibilities and alert them to any relevant financial matters requiring their attention
- consulting with and advising the Board in the approval of budgets, accounts and financial statements
- ensuring a realistic, appropriate budget is produced and that there is a suitable reserves policy
- regularly monitoring CAY's income and expenditure
- alerting the Board to any significant financial issues or opportunities for CAY
- as a member of the Audit and Risk Committee, assuring the charity's financial integrity is sound, and ensuring proper financial procedures and controls are in place to safeguard CAY's resources

### **Relationships**

Trustee Board Chair and members, Clerk (Company Secretary), Chief Executive, Finance Officer, and Accountant or other staff currently in post

### **Personal skills, experience and qualities**

- experienced in financial management, ideally a qualified accountant
- some experience or knowledge of charity finance and fundraising
- preparedness to make unpopular recommendations to the board

### **Indication of annual time commitment**

- 6 Trustee Board meetings and perhaps occasional other meetings (as for other trustees)
- 3 - 4 meetings with the Finance Manager
- 2 - 3 Finance Committee meetings and 2 Audit and Risk Committee meetings
- overall no more than ½ day per week including all related correspondence