

## Treasurer

### Role Description

<b>Role Title</b>	Treasurer of Devon Communities Together
<b>Term of Office</b>	A Four year term, with no limits on successive terms in office
<b>Accountable To</b>	The Chair and Trustees of Devon Communities Together
<b>Operating With</b>	The Treasurer operates closely with Devon Communities Together's Finance Team, who undertake the management and delivery of the charity's financial functions. The team is led by the Director of Resources (responsible to the Chief Executive), working with the Finance Manager.
<b>Time Commitment</b>	Likely to be equivalent to one day per month, although not distributed evenly throughout the calendar year.

### Key Responsibilities

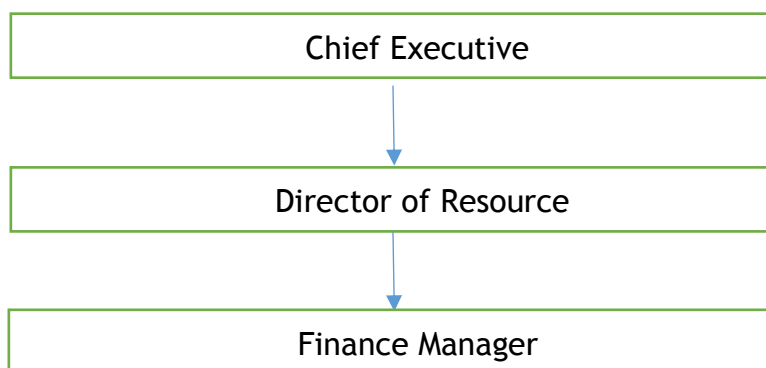
<ul style="list-style-type: none"> <li>To undertake the responsibilities and duties of the Treasurer of Devon Communities Together</li> <li>To undertake the responsibilities and duties of a Trustee and Company Director of Devon Communities Together and to comply with the statutory duties of a Trustee and Company Director.</li> <li>To represent the interests of Devon Communities Together Trustees in the financial management and accountability of the charitable company.</li> </ul>
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### Principle Functions

<ul style="list-style-type: none"> <li>To serve as a Trustee and Company Director of Devon Communities Together and attend the Board of Trustees and Finance &amp; Personnel Committee meetings and other meetings as may be required from time to time</li> <li>To undertake the duties and responsibilities of a Trustee, as laid down by the <a href="#">Charity Commission</a>.</li> <li>To undertake the duties and responsibilities of a Company Director, as laid down by <a href="#">Companies House</a>.</li> <li>To advise the Board of Trustees on the management of its financial affairs.</li> <li>To participate in the management and policy direction of Devon Communities Together.</li> <li>To oversee the accounting policies and procedures Devon Communities Together and any funds administered by them to ensure compliance with statutory requirements including overseeing the preparation of annual reports and returns and their transmission to the Charity Commission and Companies House.</li> <li>To represent the interests of the trustees and ensure that proper systems are in place for the handling of all payments, receipts and investment of funds with appropriate arrangements for financial control, monitoring and budgeting.</li> </ul>
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- To oversee and present budgets, accounts and financial statements.
- To establish whether the financial resources of Devon Communities Together meets its present and future needs.
- To oversee the delivery of Devon Communities Together’s finance function in line with the charity’s Financial Regulations, including the appointment of auditors and authorisation of payments, contracts and other financial instruments
- To be available for prompt response on authorisation of payments and other financial matters (typically by email exchange)
- To have the opportunity to participate in local, regional and national events or conferences organised by Devon Communities Together, and where appropriate Action with Communities in Rural England (ACRE).
- To attend and represent Devon Communities Together at other events and conferences as appropriate.
- Desirable, but not essential To Chair the Finance & Personnel Committee, for which training and support would be provided.

#### Devon Communities Together Financial Management Structure (staff):



#### Expenses

The Treasurer may be paid all reasonable travelling, subsistence and other expenses, properly incurred and documented (in accordance with current Financial Regulations) in connection with his/her attendance at meetings or discharge of other duties, but otherwise shall not receive any remuneration.

### Person Specification (Treasurer)

- Financial accounting qualifications and/or experience
- Experience of charity and/or company accounting
- Skills to analyse proposals and examine their financial consequences
- A willingness to be available for staff (especially the Director of Resources and Finance Manager) for advice and enquiries
- Ability to respond promptly to requests for financial authorisations (typically by email)
- Tact and diplomacy
- Good interpersonal skills

### Person Specification (All Trustees)

- Commitment to Devon Communities Together
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and company directorship
- Ability to work effectively as a member of a team
- Adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### Statutory Duties of a Trustee

- To ensure that Devon Communities Together complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that Devon Communities Together pursues its objects as defined in its governing document
- To ensure Devon Communities Together uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to Devon Communities Together, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of Devon Communities Together
- To ensure the effective and efficient administration of Devon Communities Together
- To ensure the financial stability of Devon Communities Together
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the Chief Executive and monitor his/her performance