

## **Job description for: SMA UK Treasurer**

### **Role Summary**

To maintain effective governance of the charity's affairs, ensuring its financial viability and ensuring that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

The role of Treasurer provides an opportunity to understand and support the CEO, Senior leadership team and board in the vital task of ensuring good financial discipline, governance and oversight. The role offers huge potential to contribute an invaluable skillset that is vital to the ongoing success of SMA UK.

The Treasurer has a watchdog role over all aspects of financial management to safeguard the Charity's finances. It is important to note that although the Treasurer ensures that these responsibilities are met, much of the work is delegated to the CEO, senior leadership team and accounting administrator.

The Treasurer typically acts as an information and reference point for the Chair and other Board members: clarifying financial implications of proposals; confirming legal requirements; outlining and explaining the current financial status and performance of the charity.

### **Main responsibilities of the Treasurer**

The following points outline the responsibilities of the SMA UK Treasurer:

1. General financial oversight
  - To support the CEO, who has responsibility for financial matters, in order to be satisfied that the financial information presented is materially comprehensive and accurate
  - Ensure that appropriate financial systems and controls are in place
  - Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies

- Ensure compliance with relevant legislation
  - Advise the Board and senior leadership team on accounting and finance policies
  - To identify any additional financial risks facing the organisation (i.e. not identified by the CEO) and recommend appropriate action
  - Review of monthly actuals against budget and prior year, balance sheet, cash and funding position, including restricted and unrestricted funds
2. Financial planning and budgeting
- Work with the CEO on the preparation and presentation of budgets each financial year and the 6 month review.
  - Advise on financial implications of strategic and operational plans
  - Present revised financial forecasts based on actual spend in mid year Board Report
3. Financial reporting
- Present reports on the SMA UK's financial position at each quarterly Board meeting
  - Support the CEO during completion of the annual external audit and Annual Report preparation
  - Liaise with the auditors as necessary to ensure accuracy of annual reporting. In practice this is usually done via the CEO.
  - Prepare a Treasurer's Report for inclusion in the Annual Report
  - Present accounts at the AGM for approval

4. Banking, book-keeping and record-keeping
  - Work closely with the CEO and Accounting Administrator to review bank account reconciliations and ensure appropriate systems for book-keeping, payments & lodgements are in place and maintained

As a Charitable Incorporated Organisation (CIO) the Treasurer forms one of the two mandatory roles alongside the Chair.

### **General Trustee Responsibilities**

In addition to the responsibilities specific to the Treasurer, all Trustees have the following responsibilities:

- Setting of Vision, Mission and Strategy
- Ensuring appropriate governance and oversight of the charity's operations to ensure compliance with the charities purpose.
- Appropriate risk management procedures are in place and that risks are discussed regularly and managed.
- ensure the organisation applies its resources exclusively in pursuing its objectives
- contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting
- safeguard the good name and values of the organisation
- declare any conflict of interest while carrying out the duties of a trustee
- be collectively responsible for the actions of the organisation and other trustees
- ensure the effective and efficient administration of the organisation

- ensure the financial stability of the organisation and the proper investment of the organisation's funds
- protect and manage the property of the organisation
- attend meetings and read papers in advance of meetings
- attend sub-committee meetings as appropriate

### **Time Commitment**

The SMA UK Board meets four times each year and are approximately three hours long. The time commitment for the treasurer role is estimated as a maximum of a flexible 8-12 days per year.

In addition to attending these meetings, the Treasurer is required to review any financial results each month with the CEO. The Treasurer also prepares a finance report for presentation at each Board meeting and an annual Treasurer's Report for inclusion in the Annual Report.

The Treasurer, as an executive board member, may be required to participate in additional calls and meetings with the Chairman and/or CEO/Senior leadership team.

### **Skills, Experience required**

The Treasurer will be a qualified accountant, with experience of financial oversight, reporting, budgeting and risk management. Audit and governance experience is desirable. Charity experience is helpful but not essential.