

CRADLE TREASURER ROLE DESCRIPTION (VOLUNTARY ROLE)

You will be part of a Team of nine Trustees who have overall control of CRADLE and are responsible for making sure it does what it was set up to do.

Our Trustees are the people who lead the Charity and decide how it is run. Being a Trustee means making decisions that may impact on people's lives.

Our Trustees use their skills and experience to support CRADLE, helping the charity achieve its aims.

As Treasurer you will be responsible for :

- Overseeing the financial affairs of the Charity and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Liaise with relevant staff and Trustees to ensure the financial viability of the Charity.
- Make fellow Trustees aware of their financial obligations(if any) and take a lead in interpreting financial data to them.
- Regularly report the financial position at Trustee meetings (balance sheet, cash flow, fundraising performance etc) which are held bi-monthly.
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float

- Salary payments
- PAYE and NI payments
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

Other useful skills may include compliance and regulatory experience in a Charity setting.

Remuneration – this is a voluntary unpaid role. Expenses for required duties are available but must be agreed with the Chairperson prior to expenditure.

For more information or any questions, please email anmarie@cradlecharity.org