

# Faith Network 4 Manchester



## Role: Treasurer

### Job Description

The overall role of a treasurer is to:

- Maintain an overview of the organisation's affairs
- Ensuring that proper financial records and procedures are maintained.

### General responsibilities

- To ensure that FN4M pursues its objects as defined in its governing document, in conjunction with the other steering group members.
- To ensure FN4M applies its resources exclusively in pursuance of its objects (the network must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- To safeguard the good name and values of FN4M.
- To ensure the effective and efficient administration of FN4M.
- To ensure the financial stability of FN4M.
- To protect and manage the property of FN4M and to ensure the proper investment of its funds.
- If FN4M employs any staff, to appoint the senior officer and monitor his/her performance.

### Additional duties of the treasurer

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the network meet its present and future needs
- The preparation and presentation of financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of FN4M's strategic plans
- Ensuring FN4M's compliance with legislation
- Ensuring equipment and assets are adequately maintained and insured
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies

- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the steering group informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

### **Treasurer person specification**

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Ability to work effectively as a member of a team
- Financial qualifications and experience
- Some experience of charity finance and fundraising
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the board
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Preferably a person of faith and member of one of the faith communities

For further information or expression of interest; please email [mail@fn4m.org](mailto:mail@fn4m.org) or ring 07575 579377.