

Role Description

Role Title: Treasurer (Volunteer)

Location: Home working, with some travel and occasional overnight stays

Key Contacts: Chair, Chief Officer and Trustees

Closing Date: 5th March, 2021

PURPOSE:

To oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.

KEY RESPONSIBILITIES:

- To act as a Trustee of the UK Men's Sheds Association and to perform the duties and responsibilities associated with that role.
- Monitoring the financial administration of the charity and reporting to the Board of Trustees, in compliance with the constitution
- Overseeing the charity's financial administration and risk-management process
- Supporting payments including payroll when required.
- Board-level liaison with independent examiner for the preparation of accounts
- Overseeing and developing the internal management accounts, controls and annual financial statements to the Board of Trustees
- Promote best value for the charity
- Lead the Finance subcommittee
- Overseeing the implementation of and monitoring financial systems
- Work with the Chief Officer to develop short-, medium- and long-term projections

Equality, diversity, and equal opportunities

UK Men's Sheds Association is fully committed to and promotes equality and diversity in all aspects of the organisation and its work.

As part of their engagement Trustees are expected to understand, comply with and promote the UK Men's Sheds Association's Equal Opportunities policy.

Personal Specification

Key Areas	Essential
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge and experience of financial management and bookkeeping • Knowledge and experience of current fundraising finance practice relevant to voluntary and community organisations • Third sector experience desirable but not essential
Skills	<ul style="list-style-type: none"> • Strategic vision • Good financial analysis skills • Good IT skills, and an ability to maintain records and produce reports • Understanding and acceptance of the legal duties, responsibilities and liabilities of being a Trustee • Proven ability to communicate effectively • Ability to work effectively as part of a team • Analytical and evaluation skills, demonstrating good judgement