

Trustee Job Description – Treasurer

South Staffordshire Network for Mental Health

DUTIES & RESPONSIBILITIES

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensuring financial viability and ensuring that proper financial records and procedures are maintained. In addition to the duties of a trustee, the Treasurer will be responsible for:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs.

PERSON SPECIFICATION

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team.
- Good organisational skills
- Knowledge or experience of business administration and committee procedures
- Minute taking experience.