

**JOB DESCRIPTION**

**MEMBER OF THE BOARD OF TRUSTEES -**

**TREASURER**

**DATE REVIEWED July 2021**

**Responsible To** - Chairman of the Board of Trustees

Julia’s House is the Dorset & Wiltshire Children’s Hospices (registered charity no. 1067125), a charity for children in Dorset and Wiltshire with life-threatening or life-limiting conditions. **Our service is rated ‘Outstanding’ by the Care Quality Commission**.  Julia’s House supports more than 140 families across Dorset and Wiltshire, in the community, at our hospices and in our families own homes, and is 90% funded by public donations. The charity has won numerous awards for management standards, including 1st place in *The Sunday Times* ‘Top 100 Places to Work in the Public & Charity Sectors.’

In addition to the general responsibilities of a trustee, the role of Treasurer is to maintain an overview of the organisation’s financial affairs to ensure its financial viability, keeping the Board informed about its financial duties and responsibilities, and ensuring that proper financial records and procedures are implemented and maintained by the executive.

*Through oversight of the executive team:*

* Overseeing and approving budgets, accounts and financial statements
* Oversight of the preparation and presentation of the financial reports to the Board
* Ensuring that appropriate accounting procedures and controls are in place
* Ensuring that the accounts are prepared, externally audited by suitable auditors and disclosed in the form required by funders and the relevant statutory bodies, i.e. the Charity Commission and/or the Registrar of Companies
* Advising on the financial resources of the organisation and on its abilities to meet present and future needs
* Advising on the charity’s maintenance of an appropriate reserves policy
* Advising on the financial implications of the organisation’s strategic plans

*The Treasurer will also:*

* Chair the Finance & Risk Committee and report back to the Board
* Keep the Board informed about its financial duties and responsibilities
* Advise on the charity’s maintenance of an appropriate investment policy, monitor investment performance, and ensure that there is no conflict between any investment held and the aims, objects and responsibilities of the charity
* Advise the Board on compliance with financial legislation.
* Ensure that the accounts are formally presented at the Annual General Meeting and draw attention to important points in a coherent and easily understandable way