

JOB DESCRIPTION: HONORARY TREASURER

In addition to the general responsibilities for the Board of Trustees and Advisory Council members, as laid down in the Terms of Reference for those bodies, specific duties of the Institute's Honorary Treasurer are:

- Chairing the Board's Finance & Risk committee.
- Advising the secretariat on the development and presentation of budgets, accounts and financial statements.
- Being assured that the Institute's financial resources meet its present and future needs.
- Ensuring that the Institute has a reserves policy and monitoring compliance with this policy
- Ensuring that accurate and timely financial information is presented to and scrutinised by the Finance & Risk Committee, and that the committee present regular reports to the Board.
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with the Chief Executive, the Head of Finance and the senior management team about financial matters.
- Liaising with the Institute's auditors and any finance service providers as necessary
- Ensuring the Institute has an appropriate investment policy; monitoring the Institute's investment activity and ensuring its consistency with the Institute's policies and legal responsibilities
- Ensuring there is no conflict between any investment held and the aims and objects of the Institute
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, eg Privy Council, the Charity Commissioner and the Registrar of Companies
- Ensuring the accounts are scrutinised by independent audit; that there is full disclosure of all financial matters to the auditor of which trustees are and that any recommendations made by the auditor are implemented
- Keeping the Board informed about its financial duties and responsibilities
- 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.