

Role Description: Treasurer (unpaid role).

Purpose of the Role

The overall role of the Treasurer is to monitor the financial administration of the charity and report to the Board of Directors at regular intervals on its state of financial health, in line with best practice and in compliance with legal requirements and Epilepsy Connections' Articles of Association.

The main responsibilities are:

1. overseeing and presenting budgets, internal management accounts and annual financial statements to the Board of Directors
2. leading the Board in its duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
3. leading in the development and implementation of financial reserves, cost-management and investment policies
4. chairing the Finance Committee and reporting back to the Board of Directors
5. monitoring and advising on the financial viability of the charity;
6. overseeing the implementation of and monitoring specific financial controls and adherence to systems
7. advising on the financial implications of the charity's strategic plan
8. overseeing the charity's financial risk-management process
9. acting as a counter signatory on charity cheques and important applications to funders
10. liaising with Epilepsy Connections' Finance Coordinator and external auditors on specific issues such as the Auditors' Management Letter.

As a member of the Board of Directors the Treasurer will be expected to work with other Directors to provide effective governance of Epilepsy Connections.

Skills, Qualities & Experience

1. Reliable and in a position to commit sufficient time to Epilepsy Connections (anticipated time commitment is 2 – 4 hours per month).
2. Accounting qualification or qualified by experience.
3. Able to communicate complex financial information clearly and effectively.
4. Commitment to transparency and accountability.
5. Knowledge and/or experience of charity finance is desirable.