



Dyspraxia Foundation Role Description – Treasurer

Objective:

The role of the Treasurer is to oversee the financial administration of the Dyspraxia Foundation, review procedures and financial reporting, advise the board on financial strategy and keep the board informed as to our financial health.

The Treasurer must have a sound knowledge of organisational and executive procedures together with a good working knowledge of financial legislation relating to running a registered charity and charitable company.

The Treasurer is appointed by the Board and confirmed or re-elected at the Annual General Meeting.

Treasurer's duties:

Financial reporting

- Ensure that the Dyspraxia Foundation's financial accounting system is fit for purpose and is configured appropriately so that it is capable of providing regular management reports in formats which meet the needs of both Trustees and office staff
- Ensure that financial data and information is regularly, appropriately and accurately recorded in the Charity's financial accounting system
- Provide, or ensure the provision of, advice, guidance and training as appropriate to the Charity's office staff to enable them to document the Charity's financial activity reliably
- To monitor and prepare income and expenditure figures against agreed budgets and cash flow forecasts at each Trustee's meetings. Reports need to be easily interpreted and understood for all trustees
- Report on any material variances between budgeted and actual income or expenditure, and on any other financial matters of which the Trustees should be aware
- Prepare draft annual accounts for submission to the independent examiner
- Present the accounts to the AGM.
- To prepare (in conjunction with the Chair and Chief Executive) a written financial report for the Annual Report

Budgets and cashflow

- In conjunction with the Chief Executive and Fundraising Coordinator prepare the annual budget for approval by the Trustees before the beginning of the new financial year
- Prepare budgets for specific projects and for fundraising in conjunction with others
- Monitor cashflow throughout the year so that there is early warning of issues arising

Interest

- Ensure that money held on deposit earns a good rate of interest and is not exposed to inappropriate risk.

Payroll

- Ensure that Inland Revenue regulations are complied with and that all returns are made on time so that fines are avoided.
- Ensure that the Trustees are fully aware of all issues relating to employing staff or engaging freelancers.

Insurance

- Ensure that appropriate insurances are maintained (e.g. property, employer's liability, public liability, and other such risks as directed by the board of Trustees)

Fundraising

- Ensure that financial returns/reports are made promptly to funders and outputs achieved in conjunction with the fundraising officer or other appropriate staff

Annual returns

- Ensure that the annual return is made to the Charity Commission (ten months after the end of the financial year) and to Company House within six months of the financial year end.

Independent examination

- Ensure that the Dyspraxia Foundation has an independent examiner appropriate to its turnover, constitution and funder requirements.
- If the Dyspraxia Foundation receives a management letter ensure that its contents are noted by the trustees and appropriate action is taken.



Policies

- Ensure that the Dyspraxia Foundation:
 - Has appropriate and up to date financial policies in place, eg: Financial Controls Policy, Reserves Policy Cash Handling Policy Expenses Policy
 - Makes all staff with financial roles/responsibilities aware of the Financial Policies and monitors compliance with them.

This Role description is not intended to be prescriptive or restrictive in any way. It should be altered or adapted in consultation with the Executive Committee to reflect individual roles.