



# Treasurer

## Purpose of the role

To oversee the financial affairs of the organisation.

## Main activities

### General:

- Oversee the financial affairs of the organisation
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports, budgets, accounts and audits.

### Specific:

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data for them
- Regularly (quarterly) report the financial position at Management Committee meetings
- Oversee the production of an annual budget
- Ensure proper records are kept and that effective financial procedures and controls are in place in relation to:
  - Cheque signatories
  - Purchasing limits
  - Petty cash
  - Salary Payments (via Voluntary Action Sheffield)
  - Grants received
- Appraise the financial viability of plans, proposals and grant applications
- Liaise with auditors/independent examiner (currently Voluntary Action Sheffield)
- Liaise with payroll provider (currently Voluntary Action Sheffield)
- Oversee staff ensuring posting and bookkeeping is kept up to date
- Regularly (monthly) carry out bank reconciliations

## Skills and experience

- Financial awareness
- Experience of Charity Commission requirements
- Good financial analysis skills
- Ability to communicate clearly

## Training and Support

- Volunteer induction
- Handover period with current Treasurer
- Other training provided as required

- Support from volunteer coordinator

### **Time commitment**

Approximately five hours per month. This includes:

- Attending at least four Management Committee meetings and AGM per year (two-hour meetings, held on Friday mornings)
- Attending monthly meetings of our subcommittee for Staffing, Governance and Finance (two-hour meetings, held on Wednesday afternoons)
- Spending around two hours per month on tasks such as preparing reports and reconciling bank statements

### **Location**

- From home or at St Mary's Community Centre, Bramall Lane, Sheffield S2 4QZ
- Meetings are held on Zoom or at More Rehab, 40 Little London Lane, Sheffield S8 0UH (Zoom link provided for those unable to attend in person)

### **Main point of contact**

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