

Treasurer of DCAN role description

The overall role of the Treasurer is to maintain an overview of DCAN's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

The responsibilities of the Treasurer will include:

1. Receiving income to DCAN, ensuring any dues are paid and keeping a record thereof
2. To make arrangements for any changes in signatories
3. The preparation and presentation of financial reports to the Trustees and Action Team
4. Overseeing, approving and presenting budgets, accounts and financial statements and monitoring financial performance against budgets.
5. Being assured that the financial resources of the organisation meet its present and future needs.
6. Ensuring that the charity has an appropriate reserves policy and an appropriate investment policy which does not conflict with the aims of DCAN.
7. Ensuring that appropriate accounting procedures and controls are in place
8. Liaising with contractors and volunteers about financial matters.
9. Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies' eg the Charity Commission and if appropriate the Registrar of Companies.
10. If independent examination or audit is required, providing information to the examiner/auditor as required, ensuring that the accounts are examined/audited in the manner required, and any recommendations of the examiner/auditor implemented.
11. Keeping the board informed about its financial duties and responsibilities.
12. 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.
13. Ensuring other trustees understand the charity's financial position and performance.

Person specification

In addition to the qualities needed by all trustees, the Treasurer should also possess the following:

- Financial qualifications and experience or the means to draw on that expertise
- A preparedness to make unpopular recommendations to the Trustees or Action Team
- A willingness to be available to volunteers and contractors for advice and enquiries on an ad hoc basis