

# **LNHCL**

## **Job description: Treasurer**

**Term: 18 months**

### **Main Duties of Position**

1. To maintain an overview of the organisation's financial affairs and ensure its financial stability, probity and viability.
2. To ensure that the organisation complies with the memorandum and articles of association, company law and any other relevant legislation or regulations.
3. To ensure the effective and efficient financial administration of the organisation.

### **To maintain an overview of the LNHCL's financial affairs and ensure its financial stability, probity and viability**

- To ensure that LNHCL applies its resources exclusively in pursuance of its objectives.
- To oversee and approve budgets, accounts and financial statements.
- To ensure the financial resources of the LNHCL meet present and future needs.
- To provide support in the preparation and presentation of financial reports to the Board.
- To ensure that appropriate accounting procedures and controls are in place, reviewing the financial procedures periodically.
- To advise on the financial implications of LNHCL's strategic plans and contribute to the fundraising strategy.

### **To ensure that the organisation complies with the constitution, company law and any other relevant legislation or regulations**

- To ensure the organisation's compliance with legislation.
- To ensure the appropriate external scrutiny of the accounts and that any recommendations made are implemented.
- To inform the Board of its financial duties and responsibilities.
- To assist in making the formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and clear manner.

## **To ensure the effective and efficient administration of the organisation**

- To ensure equipment and assets are adequately maintained and insured.

## **Person Specification**

- Financial qualification and/or experience of financial systems.
- Ability to analyse proposals and examine financial consequences.
- Good, independent judgement.
- Strategic vision.
- Willingness to devote the necessary time and effort to the position.
- Ability to work effectively as a member of a team.
- Understanding and acceptance of legal duties, responsibilities and liabilities of LNHCL.
- Commitment to the ethos and values of LNHCL including equal opportunities and health & safety.
- Understanding and experience of working within a charity/voluntary sector and/or the public and private sectors in a voluntary or paid capacity .
- Willingness to devote the time and effort in a voluntary capacity the equivalent of 2 days per month.