



Treasurer Role Description (Voluntary role)

Specific Responsibilities

- To offer advice and support to the Trustees and staff regarding the continuous development and improvement of the charities vision.
- To support the Board to oversee and to ensure appropriate presentation of budgets, accounts, management accounts and financial statements
- To ensure appropriate presentation of accounts and records, ensuring that financial resources are spent in accordance with the charity's policies, good governance, legal and regulatory requirements.
- Support the Board to monitor the financial viability of the charity
- Creating in conjunction with relevant senior staff sound financial processes and procedures for the control of the charity's assets
- Advising on the financial implications of the charity's strategic plan
- Reviewing the annual accounts are, where applicable, liaising with the charity's external accountants to ensure the accounts are compliant with charity policies
- Ensuring that sound financial management is maintained and ensuring expenditure is in line with the charity's objects
- Acting as a counter signatory on charity cheques and any applications and receipts of funding (if necessary or mandated).

Time Commitment

6 full working days per year at a minimum, to attend board meetings and sub committees as required.

Person Specification (Finance)

The essential skills, experience and qualities expected from Trustees of Acorn Christian Healing Foundation are outlined below.

General Essential Criteria	Specialist Essential Criteria
Demonstrate understanding, expertise and / or experience of the governance of an organisation where governance relates to the systems and processes concerned with ensuring the overall direction, effectiveness, supervision, and accountability of an organisation	Qualified Accountant or experience of bookkeeping and management of accounts.

Role Description for Acorn Christian Healing Foundation

Good communication/interpersonal and decision-making skills	Proven ability to communicate and explain financial information to memberd of the Board and other stakeholders
Understanding and acceptance of legal duties, responsibilities, and liabilities of trusteeship	Demonstrate an awareness and understanding of charity finance practices
Strategic perspective and vision	Competent use of IT skills
Demonstrable experience in <ul style="list-style-type: none"> • Goal setting • Monitoring and performance evaluation • Team, committee or working group 	
Commitment to the work of Acorn Christian Healing Foundation and what it sets out to achieve	
Good independent judgment	
An ability to think creatively	
Ability to work collaboratively and constructively as a member of the team	