

**Sickle Cell Society**

 **Board Treasurer/Trustee**

 **Role Description**

**Role of the Treasurer to the Sickle Cell Society Board of Trustees**

To assist the Chair, other honorary officers, the Chief Executive and Finance and Administration Manager in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the organisation.

To maintain effective governance of the Society’s financial affairs, ensuring its strategic financial planning, financial viability and ensuring proper process and procedures exist for assuring all financial records, decisions and delegations are maintained.

**Key Responsibilities**

1. **Strategic**
* To work closely with the Chief Executive and Finance and Administrative Manager on all aspects of the organisation’s financial planning , reporting and monitoring
* To advise the Chief Executive and Finance and Administrative Manager on the development and formulation of the organisation’s strategic planning, ensuring that the Society has the resources to deliver the strategy
1. **Financial**
* In partnership with the Chief Executive and the Finance and Administrative Manager, ensure that the board of trustees receives regular and appropriate budgetary and financial information on the work of the organisation, including annual accounts
* To identify and bring to the board of trustees attention any financial risks facing the organisation
* To scrutinise the proposed annual budget, financial forecasts and financial reports and advise and guide the board of trustees accordingly
* To ensure the organisation’s financial resources are sufficient to meet current and future needs, advise the board of trustees on the reserves policy and to ensure this policy is reviewed and monitored regularly
* To oversee the appointment of external auditors and contribute to the annual audit process, including relevant meetings with the external auditors
* To mentor and support the Finance and Administrative Manager in executing his/her responsibilities and achieving their goals
1. **Governance**
* To assist the Chair, other trustees, the Chief Executive and the Finance and Administrative Manager in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the organisation, in line with current legislation by the Charity Commission as well as in the organisation’s charity constitution
* To advise the board of trustees on financial implications and operational risks arising from board decisions
* To keep the board informed of its financial duties and responsibilities
1. **General role of trustee**
* To set and maintain vision, mission and values of Sickle Cell Society
* To support the operational management of the Sickle Cell Society through its Chief Executive and his/her leadership team
* To enable the overall direction of the Sickle Cell Society by developing strategic priorities, setting overall policy and evaluating performance against objectives
* To ensure the Sickle Cell Society always complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To review and monitor the Sickle Cell Society risk register
* To safeguard the good reputation and values of the Sickle Cell Society
* To promote the Sickle Cell Society and always act in the best interest of the charity, never in the interest of yourself or another organisation
* To act reasonably and prudently in all matters relating to the Sickle Cell Society
1. **Person Specification**
* An Accountant with a recognised professional qualification.
* Knowledge of financial regulations governing charities and companies
* Able to commit sufficient time to the role and work of the organisation
* Team player
* Ability to think strategically and forward plan
* Commitment to the cause of sickle cell and the work of the Sickle Cell Society
* Ability to digest, present and critically evaluate a range of information, including written reports, statistics and verbal communications
* Ability to act as an ambassador for the Sickle Cell Society
* Good interpersonal skills
* We welcome any applications from individuals with lived experience of SC

**February 2023**