



Camden Mediation

Treasurer Job Description

The Treasurer should:

1. Oversee, approve and present budgets, accounts and financial statements
2. Be assured that the financial resources of the organisation meet its present and future needs
3. Ensure that the charity has an appropriate reserves policy
4. Ensure that appropriate accounting procedures and controls are in place
5. Advise on the financial implications of Camden Mediation's strategic plans
6. Ensure Camden Mediation's compliance with legislation
7. Ensure equipment and assets are adequately maintained and insured
8. Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and companies' house
9. Keep the board informed about its financial duties and responsibilities

Treasurer person specification

1. Commitment to the organisation
2. Willingness to devote the necessary time and effort
3. Strategic vision
4. Good, independent judgement
5. Ability to think creatively
6. Willingness to speak your mind
7. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
8. Ability to work effectively as a member of a team
9. Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
10. Financial qualifications and/or experience
11. Experience of charity finance
12. Able to analyse proposals and examine their financial consequences
13. Preparedness to make unpopular recommendations to the board
14. Willingness to be available to staff for advice and enquiries on an ad hoc basis