

Role description – CIHT Honorary Treasurer

The duties of the Honorary Treasurer cover two areas; those as trustee (see separate role description) and those specifically designated to the Honorary Treasurer.

Duties as Honorary Treasurer

The Honorary Treasurer works in close cooperation with, and provides support and advice to, the CEO and Director of Corporate and Business Services and is the Board of Trustees champion on all things financial. The specific responsibilities of the Honorary Treasurer are to:

- Guide and advise the board of trustees in the approval of budgets, accounts and financial statements, within a relevant financial policy framework.
- Keep the board informed about its financial duties and responsibilities.
- Advise the trustees on the financial implications of the organisation's strategic plans and key assumptions included in the management's business plan and annual budget.
- Confirm that the financial resources of the organisation meets its present and future needs and that there are appropriate reserves and investment policies.
- Understand the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound.
- Ensure that the accounts are properly audited, that accepted recommendations of the auditors are implemented and provide financial expertise to the audit committee, if appropriate.
- Meet, with the Audit Committee, the external auditor, normally once a year.
- Formally present the accounts at the annual general meeting, drawing attention to important points, either in a written report or orally.
- Monitor the organisation's investment activity and ensure its investment policy is consistent with the organisation's policies, aims, objectives and legal responsibilities.
- Ensure compliance with relevant and current legislation and keep up to date with any changes.

Qualities and skills preferred

- Experience of strategic financial control and budgeting.
- Experience of strategic business planning, investment planning, fundraising and pension schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed up.

The Hon Treasurer sits on the following CIHT Boards and Panels:

- Board of Trustees (4 meetings per year, plus away day)
- Council (3 meetings a year)
- Appian Ltd as a Director (3 meetings a year)
- Audit Committee (4 meetings a year)
- Staff and Remuneration Panel (1 meeting a year)