

CoMoUK Trust

Treasurer – Outline of role

The Treasurer is a trustee of the charity and a director of the company.

CoMoUK staff manage all the day to day finance functions, produce reports to the board and liaises with the accountants with respect to the annual accounts and audit. However, alongside the Finance Manager, the Treasurer will be responsible to the board for:

- making sure the charity keeps proper accounts
- reviewing the charity's financial performance
- drawing up or reviewing policies for finance and investment
- ensuring that the charity has robust and effective financial controls in place
- liaising with finance staff and with the charity's independent examiner or auditor
- reporting on financial matters to the members, in a membership charity

The Treasurer will be required, from time to time, to approve larger payments made by the charity

The main duties of all trustees are:

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable

Further information

- All trustees are required to attend board meetings (which are usually held quarterly). This can be in person or by telephone.
- Some experience of charity finance would be desirable.
- The role is unpaid and voluntary though reasonable out of pocket expenses will be reimbursed.