

Spike Island

JOB DESCRIPTION TREASURER (Voluntary role)

Key objectives:

- As a key trustee role, the Treasurer monitors the financial administration of the charity and reports to the board of trustees on its state of financial health.
- The Treasurer ensures that the charity is operating in line with best practice, and in compliance with legal requirements.

Key outputs:

1. To oversee the financial affairs of the organisation and ensure that they are legal, constitutional and within accepted accounting practice.
2. To ensure proper records are kept and that effective and appropriate financial procedures and controls are in place.
3. To monitor and report on the financial health of the organisation and make recommendations to the Board as necessary on amendments to the budget.
4. To oversee the production of necessary financial reports/returns, accounts and audits, in line with Charities SORP reporting standards.
5. To oversee production of financial policy and strategy for Spike Island and to recommend such a strategy to the Board of Trustees.

Specifically, to:

- Liaise with the Finance Manager, Deputy Director, and other staff and/or volunteers as necessary, to ensure the financial viability and management of the organisation.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Working with the Finance Manager, regularly report the financial position at each board meeting (financial



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statements, balance sheet, cash flow, unrestricted reserves).

- In advance of each board meeting, to chair finance sub-committee meetings.
- Oversee the timely production of an annual budget and propose its adoption by the Board of Trustees.
- Oversee the production of multi-year budget forecasts to underpin ongoing financial sustainability of the organisation.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Guide fellow trustees in appraising the financial viability of plans, proposals and feasibility studies.
- Ensure that there is no conflict between any investment held and the aims and objects of the charity. Spike Island is a company limited by guarantee with charitable status.
- Ensure that the charity has an appropriate investment policy.
- Monitor the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities.
- Ensure the organisation's compliance with legislation.
- Ensure equipment and assets are adequately maintained and insured.
- Contribute to the fundraising strategy of the organisation.



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