Honorary Treasurer
Role description

In addition to the statutory duties of a trustee, the primary role of the Honorary Treasurer is to assist and advise the Board in overseeing CILIPS finances. The Honorary Treasurer is appointed for a three-year period.

Duties and Responsibilities

- To control and account for the organisation's finances;
- To support the Director of CILIPS in the effective management of the organisation's financial and other resources;
- To convene the Finance and Staffing Committee of the Board;
- To be a member of the CILIPS Executive Committee;
- To ensure the proper administration of funding pots offered by CILIPS;
- To liaise with auditors or financial examiners as required for the annual review of accounts;
- To present financial reports, raise issues and answer questions at regular Board meetings and the AGM;
- To ensure that the annual accounts are prepared and disclosed in the form required by OSCR and the Annual General Meeting;
- To ensure that CILIPS applies its resources exclusively in pursuance of its charitable objectives;
- To ensure that CILIPS has an appropriate reserves policy;
- To be a counter signatory for banking transactions;
- To ensure that CILIPS complies with relevant legislation;
- To contribute to the fundraising strategy of the organisation.

Person specification

- Commitment to the organisation;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- Willingness to devote the necessary time and effort;
- Analytical and evaluation skills, demonstrating good judgement.
- Good communication skills;
- Ability to work effectively as a member of a team