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**Cymorth i Ferched Cymru**  
**Welsh Women's Aid**  
Rhoi Merched a Phlant yn Gyntaf  
Putting Women & Children First

## **Recruitment Information Pack**

### **Welsh Women's Aid Trustees**

#### **Treasurer role description**

##### **Remuneration:**

The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.

##### **Location:**

Wales (meetings based in Cardiff, online attendance can be arranged).

**Time commitment:** 4 Board meetings per year, plus being Chair of the Audit subgroup (4 meetings per year).

##### **Reporting to:**

Board of Trustees

##### **Role description (in addition to that of a Trustee):**

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

##### **Principal responsibilities:**

- Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Chief Executive.
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charity's objectives.
- Being instrumental in the development and implementation of appropriate financial, reserves policy and investment policies.

Pendragon House, Caxton Place | Pentwyn, Cardiff | CF23 8XE  
Tel: 02920 541551  
[info@welshwomensaid.org.uk](mailto:info@welshwomensaid.org.uk) | [www.welshwomensaid.org.uk](http://www.welshwomensaid.org.uk)

Welsh Women's Aid is a registered charity in England and Wales, No. 1140962  
and a company limited by guarantee registered in England and Wales, No. 07483469



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### Main duties:

- Liaising with the Chief Executive about financial matters.
- Ensuring that appropriate accounting procedures and controls are in place.
- Advising on the financial implications of the organisation's strategic plans.
- Attending and working closely with the finance committee.
- Liaising with the charity's auditors where appropriate.
- Liaising with the Chief Executive to ensure that the charities annual accounts are compliant with the current Charities SORP.
- Ensuring equipment and assets are adequately maintained and insured.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.
- Sitting on appraisal, recruitment and disciplinary panels as required.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Treasurer will be expected to perform all such additional duties as are reasonably commensurate with the role.

### Treasurer person specification

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

### Experience:

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- Successful experience of operating within a board in a charitable, public sector or commercial organisation.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- A proven track record of sound judgement and effective decision making.
- A history of impartiality, fairness and the ability to respect confidences.
- A track record of commitment to promoting equality and diversity.

### **Knowledge, skills and understanding:**

- Commitment to the organisation and a willingness to devote the necessary time and effort.
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Good, independent judgement and strategic vision.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An understanding of the respective roles of the Chair, Trustees and Chief Executive.

### **Terms:**

The Treasurer will serve a three-year term to be eligible for re-appointment for one additional 3- year term.

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