

Trustees are ultimately responsible for the work of BulliesOut. You should be committed to the vision, mission and values of the organisation.

The Treasurer has specific financial oversight duties in addition to general Trustee duties.

Treasurer specific duties (in addition to Trustee duties noted below)

- Oversee all financial aspects of the charity and provide advice and guidance regarding the health of the charity's financial position and outlook in the short and long-term
- Assist the Chair, other honorary officers and the CEO in ensuring that the Board fulfils its legal duties and responsibilities for proper financial governance and monitoring and management of financial risks
- Chair the Finance Sub-Committee and oversee its work in accordance with the delegation of authority and terms of reference
- Scrutinise monthly management accounts, monthly cashflow position etc and scrutinise the proposed annual budget, advising and guiding the CEO and Board accordingly
- Meet the external independent examiner on an annual basis
- Ensure the charity has appropriate reserves and investment policies in place that are reviewed regularly
- Ensure the charity has adequate financial and internal audit controls and these are monitored and reviewed regularly, including procedures for managing restricted funds
- Work with the CEO and accountant to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance
- Formally present the accounts to the annual general meeting of members

Person Specification

- Qualified accountant
- Experience of charity finance and knowledge of charity SORP (preferable)
- Proven ability to communicate and explain financial information at Board level and to other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Understanding of financial software e.g. Xero
- Experience of managing outsourced providers e.g. Auditors etc
- Experience of digital transformation e.g. introducing data insights and building analytics capability (desirable not essential)