



Charity Number 1170422
Registered address: c/o CAN, 3rd Floor, Beech House, 28-30
Wimborne Road, Poole BH15 2BU 07771 705662,
contact@winonwaste.org www.winonwaste.org

TREASURER ROLE DESCRIPTION

- Remuneration:** The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.
- Time commitment:** Approximately 5-7 hours a month for the accounts work. Attendance at our bi-monthly Trustees meetings (approximately 2 hours) would be welcomed but are not essential. The meetings take place via Zoom or in Poole.
- Reporting to:** Chair of Board of Trustees

Our Win on Waste Vision

From small villages to large cities, to see communities throughout the UK running our portfolio of recycling projects. Using the medium of recycling as a tool, we want to help everyone to feel part of their communities and break down barriers to isolation.

Mission Statement

To support and enhance the lives of people living in the UK by offering groups access to our portfolio of projects; to assist them when identifying solutions for local need which benefit the environment and local people.

Treasurer Role Description

The overall role of a treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role and person specification are summarised below.

General financial oversight

- To oversee and present budgets, accounts, and financial statements.
- To liaise with designated staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure that any cash collected by charity representatives and volunteers is accurately recorded and banked in a timely manner.
- To ensure compliance with relevant legislation e.g. Charity legislation.
- To ensure any recommendations of the independent examiner (auditor) are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

Financial planning and reporting

- To present financial reports to the committee, either in person or sent at least a week in advance of Trustee meetings to the Business Manager.
- To make a presentation of the accounts at the annual general meeting (AGM). The AGM only consists of the Trustees and Business Manager.
- To advise on the financial implications of the organisation's strategic and operational plans.
- If interested, but not essential, to advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held or grant payment accepted, and the aims and objects of the charity.

Qualities and Skills Preferred

- Experience of financial control and budgeting.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- An interest in fundraising would be welcome but is not essential.
- Ability to ensure decisions are taken and followed-up.

August 2021