

Bromley Voluntary Sector Trust (BVST) Treasurer

BVST is a charity specifically formed to manage and maintain the Community House building in the middle of Bromley town centre which is the hub of a large part of all the third sector work within the Borough. The building is home to local offices of many nationally known charities and to many local ones and provides meeting and conference facilities for hire by local community organisations.

Role profile

The role of the Treasurer is to ensure that all the finances and the supporting financial control systems are kept in order, and is an officer of the trustee board and not a paid worker nor the bookkeeper. The treasurer delegates day-to-day financial management to the Business Manager and her team.

Main duties and responsibilities

- Guiding and advising the board and resources committee in the approval of budgets, accounts and financial statements, within a relevant financial policy framework
- Keeping the board informed about its financial duties and responsibilities
- Advising on the financial implications of the board's strategic plans and key assumptions in the operational plan and annual budget
- Ensuring that all board members have a clear understanding of the accounts presented at meetings and the implications that they reveal
- Understanding the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound
- Ensuring that realistic income and expenditure plus capital expenditure budgets are produced which meets all needs and that there is an appropriate reserves policy
- Monitoring the income and expenditure position, and presenting reports to the board at least quarterly, in a format accessible to the board members
- Ensuring that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard the charity's resources
- Ensuring that accounts are prepared at year-end in compliance with the SORP Accounting for Charities and making arrangements for them to be independently examined, as required by the Charity Commission
- Ensuring that annual accounts are submitted to the Charity Commission and/or Registrar of Companies, within the deadlines set
- Presenting the accounts at the AGM and drawing attention to important points in a coherent and understandable way
- Liaising with the Business Manager about financial matters

Personal skills and qualities

- financial qualifications and/or experience of budgeting, risk management and financial controls
- some experience or knowledge of charity finance, fundraising and pension schemes
- the skills to analyse proposals and examine their financial consequences
- preparedness to make unpopular recommendations to the board
- willingness to be available to staff to provide advice and guidance on financial matters.