



Helix Arts Treasurer

Statement of Responsibilities and Duties

Policy

The Charity appoints one of its Trustees to the role of Treasurer. The Board of Trustees will ensure that the person appointed is suitably experienced for the role. The Board's preference is that the Treasurer has accountancy qualifications, although this is not deemed to be essential.

Overall Role of the Treasurer

The Treasurer oversees the financial matters of the Charity in line with good practice and in accordance with the Charity's constitution and legal requirements. The Treasurer is responsible to and reports to the Board at regular intervals agreed by the Board.

Despite the additional responsibilities the Treasurer and the Finance Sub-committee agree to of overseeing the financial matters of the Charity, all Trustees continue to be jointly responsible for its financial administration and performance.

Main Responsibilities

To oversee the presentation of budgets, cash statements, management accounts and financial projections to the Board, ensuring these are presented when required by the board calendar.

To ensure that proper accounts and records are kept; that financial resources are expended and invested in line with the Charity's budget, funding contracts, policies and legal and regulatory requirements.

To assist in the development and implementation of financial, reserves and investment policies.



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Main Duties

Working with the Charity's appointed accountants, the Treasurer undertakes the following:

- Liaising with the Chairperson, the CEO and financial administrator on financial matters;
- Chairing the Finance Sub-committee in line with the agreed Terms of Reference for this committee and reporting back to the Board of Trustees;
- Liaising with the Charity's accountant, and external examiner;
- Monitoring and advising on the financial viability of the Charity, after liaising with the accountant / external examiner;
- Ensuring sound financial instruments are in place for the control of the Charity's assets;
- Ensuring that appropriate monitoring of financial controls and systems is adhered to;
- Ensuring that an up to date record of the Charity's assets is kept and periodically examined;
- Advising on the financial implications of the Charity's strategic and other plans;
- Ensuring that the Charity's annual accounts are compliant with the current charities SORP (Statement of Recommended Practice);
- Acting as a counter-signatory on charity payments - including cheques and electronic transactions and any application for funds;
- Advising on and contributing to the fundraising strategy of the organisation.