



## JOB DESCRIPTION

<b>Job Title:</b>	YCS Board Treasurer
<b>Remuneration:</b>	Unpaid
<b>Reports To:</b>	Board of Trustees
<b>Location:</b>	Remote

### 1. Job Profile

The mission of YCS Counselling Wales is to contribute to the wellbeing of communities in Wales by providing counselling and other therapeutic services to people in need, especially those who experience difficulty in accessing services.

The Treasurer will be responsible for overseeing the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice. The Treasurer will build and maintain close working relationships with the Board to facilitate and encourage the board's strategic thinking about the short and long term financial of the organisation in relation to its advancement of the organisation's mission.

### 2. Key Role Accountabilities

#### Overall

- Oversee the financial affairs of the organisation
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports / returns, accounts, and audits
- Develop, implement and maintain financial policies and procedures



### **Specifically**

- Liaise with relevant staff, board members and volunteers to ensure the financial viability of the organisation
- Make trustees aware of their financial obligations and take a lead in interpreting financial data to them
- Reporting the financial position at board meetings (balance sheet, cash flow, fundraising performance etc)
- Oversee the production of an annual budget and propose its adoption at the last meeting of the financial year
- Appraise the financial viability of plans, proposals, and feasibility studies
- Identifying financial risks and mitigation safeguarding the organisations assets
- Lead on appointing and liaising with auditors / independent examiners.

Ensure proper records are kept and the effective financial procedures and controls are in place, i.e.

- Signatories
- Purchasing limits
- Purchasing systems
- Petty cash /float
- Salary payments
- Pensions
- PAYE and NI payments
- Others as appropriate

### **3. Personal Attributes**

- Knowledge and experience of current and fundraising practice relevant to the voluntary organisation
- Qualified accountant/knowledge of financial management/Charity accounting
- Good financial analysis and critical thinking skills
- Strategic planning
- Ability to communicate clearly

### **4. Other Role Information**

The Treasurer will be expected to perform all such additional duties as are reasonably commensurate with the role.