



JOB DESCRIPTION: TREASURER

1 Purpose of the role

On behalf of the membership, to ensure the financial probity of the Academy and in particular to ensure that the financial processes and procedures of the Academy comply with the requirements of the Charity Commissioners, and that all items of income and expenditure are properly accounted for.

2 Term of Office

Following an inaugural period (2009-2010) of one year, the Treasurer shall be appointed by the Members by means of a ballot for a term of three years.

No Trustee may normally serve more than two consecutive terms of three years, but the Board may, in the interests of the Academy and upon reasonable grounds, waive the maximum term for which a person may hold office as a Trustee (including as Treasurer).

3 Time commitment

- attendance at one Annual General Meeting
- attendance at up to four Trustee meetings per year, one of which will coincide with the AGM
- attendance at the annual meeting of the Audit Committee, which will normally be held prior to a Board meeting
- preparation for meetings

4 Key responsibilities

In addition to the general responsibilities of a Trustee, which are set out in a separate Job Description for Trustees (see attached), the Academy's Treasurer will be required to:

- a Report to members, through the Trustee body and the AGM, on the financial probity of the Academy:
 - monitor the financial matters of the College and report to the Trustee body at regular intervals about the finances of the organisation;
 - work with and support the executive in order to be satisfied that the financial information presented is comprehensive and accurate;
 - propose to the Trustee body that the budget be approved;
 - attend an annual meeting with external auditors to discuss the Auditor's report and accounts and to report formally on this meeting to the Trustee body.
- b To act as the Trustee with a specific focus on financial matters:
 - ensure that the Academy operates within the legal and financial guidelines set out in current legislation and its own standing orders;
 - ensure that adequate financial controls are in place and that the Academy operates within a sound financial framework;

- ensure that any financial risks facing the organisation are identified and appropriate action implemented to minimise risks;
 - ensure that the process of appointment of Auditors to the Academy is well managed;
 - ensure that the organisation has a satisfactory system for holding in trust for the beneficiaries of the charity any monies or property and to ensure that, where appropriate, monies are invested to the greatest benefit to the Academy within the constraints of the law and ethical investment practices;
 - ensure that all financial dealings are accounted for;
 - attend the Audit Committee of the Academy and report on such matters as require Board's attention.
- c To carry out an operational role as defined within the Academy's Standing Orders;
- act as an authorised signatory.

5 Person specification

In addition to the person specification for a Trustee, (see attached) the Treasurer will require the following additional skills, experience and qualities:

- financial leadership skills
- experience of committee work
- tact and diplomacy
- good communication and interpersonal skills
- impartiality, fairness and the ability to respect confidences
- knowledge of optometry and optics
- experience of involvement in the voluntary sector