

## **Treasurer person specification**

The Treasurer must be able to demonstrate the skills, abilities and personal qualities required of a Board member of Stroke Action for Europe (SAFE) (see Board person specification).

The Treasurer must be able to demonstrate:

- Experience of NGO finance and fundraising
- Financial qualifications or requisite experience
- An up to date understanding of effective governance especially in the NGO sector
- The ability to provide sound advice to the Board on the financial affairs of SAFE and the financial implications of decisions
- The ability to support the President of SAFE in translating good governance into the processes required for effective Board working
- A knowledge of the work undertaken by SAFE
- A commitment to the time required to fulfil the role

## **Treasurer – Main duties and responsibilities**

The Treasurer is a member of the Board of the SAFE and assumes the full duties and responsibilities of a Board member (see Board Member Role Description). In addition, the Treasurer provides strategic financial oversight on behalf of the Board.

### *Role overview*

This is a governance and oversight role. The Treasurer ensures that SAFE has appropriate financial systems, processes and controls in place, and that its finances are properly managed and reported on. The day-to-day financial operations, including the preparation of budgets and financial reports, are the responsibility of the SAFE team who work closely with SAFE's accountants SSB accountants and advisers. The Treasurer works collaboratively with the SAFE team but holds no line management responsibilities.

### Key responsibilities

- Provide assurance to the Board regarding SAFE's financial health, long-term sustainability and financial risk management.
- Ensure SAFE meets its legal and regulatory obligations in relation to financial management, reporting and governance.
- Advise the Board on financial governance, compliance and risk management matters.
- Oversee the development and implementation of appropriate financial policies, procedures and controls by the SAFE team.
- Review and monitor SAFE's financial reports, including quarterly and annual figures and audit reports (if applicable).
- Review and advise on SAFE's annual budget and long-term financial plans, ensuring alignment with organisational priorities and sustainability.
- Present the annual financial report to the General Assembly, providing an overview of SAFE's financial position and highlighting key issues.
- Carry out other duties as may be delegated by the Board or the President (subject to informing the Board), as necessary for the effective operation of SAFE.