

## Role Description

Role title	Treasurer of BAVO
BAVO remuneration:	The role is voluntary, out of pocket expenses will be reimbursed

A recent independent review of the finances and systems shows BAVO in a strong and healthy financial position. We are also in the process of appointing a new Finance Officer.

The BAVO CEO manages the Finance Officer, BAVO outsources its payroll and also has an external company that prepares our end of year accounts. Currently Bevan and Buckland are our independent external auditors.

The overall role of the Treasurer is not to do the finance work for the organisation but to have strategic oversight on behalf of the Board.

The Treasurer will work primarily with the CEO who has delegated authority, but will also connect periodically with the Finance Officer.

The Treasurer will also connect to our accountants/auditors to maintain an overview of the organisation's affairs, ensure its financial viability and probity as a representative of the Board.

Specific responsibilities of BAVO treasurer (in addition to general trustee responsibilities):

- Being the Boards link to the CEO about financial matters;
- Advising on the financial implications of the organisation's strategic and operational (business) plans;
- Supporting Financial planning and annual budgeting and assisting in presenting to the Board;
- Ensuring that the charity has an appropriate reserves and investment policy;
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities and that there is no conflict between any investment held and the aims and objects of the charity;
- Ensure compliance with relevant financial legislation;
- Ensuring that annual audit of accounts are conducted in the appropriate timely manner required and any recommendations are implemented;
- Keeping the board informed about its financial duties and responsibilities;
- Contributing to the fundraising /income generation strategy of the organisation.

# Treasurer Person Specification

Desirable skills, abilities, experience, knowledge and special requirements for the role.

<p>Personal qualities</p>	<ul style="list-style-type: none"> <li>• Solidarity with and a strong commitment to BAVO vision, mission and values;</li> <li>• A willingness and capacity to devote the necessary time and effort including being available to staff for advice and enquiries on an ad hoc basis;</li> <li>• Ability to work effectively as a member of a team;</li> <li>• Good communication and interpersonal skills;</li> <li>• A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;</li> <li>• A willingness to challenge and speak their mind.</li> </ul>
<p>Experience</p>	<ul style="list-style-type: none"> <li>• Experience of accountancy, charity finance and or project accounting;</li> <li>• Experience of end of year and audit functions;</li> <li>• Experience of charity / organisational governance;</li> <li>• Experience of operating at a strategic level.</li> </ul>
<p>Knowledge and skills</p>	<ul style="list-style-type: none"> <li>• Financial qualifications (or QBE) essential;</li> <li>• Skills in relation to annual budgeting and forecasting;</li> <li>• Ability to scrutinise and analyse financial reporting and their financial consequences;</li> <li>• Excellent relationship management skills;</li> <li>• Able to relate information to a wide variety of audiences;</li> <li>• Able to build and maintain effective and positive relationships with a wide range of stakeholders;</li> <li>• An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (induction training available).</li> </ul>

ver. 01.07.21





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CYBER  
ESSENTIALS

112-113 Commercial Street  
Heol y Fasnach • Maesteg CF34 9DL  
T / Ff: 01656 810400  
E: [bavo@bavo.org.uk](mailto:bavo@bavo.org.uk) • [www.bavo.org.uk](http://www.bavo.org.uk)

Company No / Rhif y cwmni: 07691764  
Charity registration number / Rhif cofrestru elusen: 1146543



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