



Treasurer role for the CVRT

Job description and brief

Background

The treasurer is a CVRT trustee with an important and specific role on the trustee board. The treasurer is elected or appointed to this role by members of the board.

The CVRT subscribes to the model role of a trustee as set out, in some detail, by the National Council for Voluntary Organisations (NCVO).

For full details see:

<https://knowhow.ncvo.org.uk/governance/governance-structure-and-roles/roles-on-the-board#>

This website also sets out sources of support for treasurers where needed.

Main duties

The treasurer can only take on specific duties if they have been properly authorised to do so by the CVRT Trustee Board.

Generally the treasurer helps the other trustees carry out their financial responsibilities. They do this by:

- Presenting financial reports to the Trustee Board in a format that helps the board understand the charity's financial position.
- Advising the board on how to carry out its financial responsibilities.
- Liaising with professional advisors, especially the book-keeping and accounting firms that have been retained by the CVRT.
- Overseeing the preparation and scrutiny of annual accounts.
- Ensuring annual returns are made to both the Charity Commission and Companies House in a timely manner.
- Where appropriate, taking on some or all day-to-day financial duties, such as book-keeping, budgeting and preparation of reports.