



TREASURER / TRUSTEE ROLE DESCRIPTION

In addition to details outlined in the Trustee Role Description:

The Treasurer will ensure that proper accounts are kept and help set financial and any investment policies.

N.B. The charity does not employ any staff and relies on trustees and other volunteers to carry out executive responsibilities.

Responsibilities

1. To oversee and present budgets, accounts, and financial information to the Trustee Board.
2. To report on the financial position at Trustee Board meetings.
3. To make fellow Trustees aware of their financial obligations.
4. To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with the charity's policies, good governance, legal and regulatory requirements.
5. To produce an annual budget and propose its adoption at the last meeting of the previous financial year.
6. To liaise with the charity's auditors, where appropriate.
7. To advise on the financial implications of the charity's strategic plan.
8. To act as a signatory on cheques, applications for funds, etc.
9. To contribute to the fundraising strategy of the organisation.
10. Together with others, to ensure appropriate communication with beneficiaries of the charity in Uganda. including the development of the relationship between the two organisations and an understanding of local knowledge and expertise available.

Qualities

- Knowledge and experience of fundraising and financial practice relevant to third sector organisations.
- An understanding of financial management.
- Good financial analysis skills.
- Ability to communicate clearly

