<table>
<thead>
<tr>
<th>Volunteer Title</th>
<th>Treasurer</th>
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<tbody>
<tr>
<td>Functional Area</td>
<td>FND Hope UK</td>
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<tr>
<td>Volunteer Reports To</td>
<td>Chair</td>
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<tr>
<td>Volunteer Unit</td>
<td></td>
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<tr>
<td>Date Completed</td>
<td>3/2018</td>
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<tr>
<td>Volunteer Position ID</td>
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<tr>
<td>Volunteer Value Statement</td>
<td>Together we will foster and unite our FND Hope community with hope, respect and empowerment.</td>
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<tr>
<td>Volunteer Purpose Statement</td>
<td>To oversee the financial affairs of FND Hope UK and ensure they are legal, constitutional and within accepted accounting practice. Ensure proper records are kept and that effective financial procedures are in place. Monitor and report on the financial health of FND Hope UK. Oversee the production of necessary financial reports/returns/accounts and audits.</td>
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| Volunteer Activities| • Overseeing, approving and presenting budgets, accounts and financial statements  
• Being assured that the financial resources of the organisation meet its present and future needs  
• Ensuring that the charity has an appropriate reserves policy  
• Preparing and presenting financial reports to the board  
• Ensuring that appropriate accounting procedures and controls are in place  
• Advising on the financial implications of the organisation’s strategic plans  
• Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies and or OSCR  
• If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented  
• Keeping the board informed about its financial duties and responsibilities  
• Contributing to the fundraising strategy of the organisation  
• Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way  
• Sitting on appraisal, recruitment and disciplinary panels as required |
| Volunteer Qualifications| In addition to the person specification for a trustee, the treasurer should have the following qualities.  
Financial qualifications and experience  
Some experience of charity finance, fundraising and pension schemes  
The skills to analyse proposals and examine their financial consequences |
| Volunteer Skills | Ensure FND Hope UK is carrying out its purpose for the benefit of the public  
|                  | ● Understand FND Hope UK purpose as set out by our governing document  
|                  | ● Plan what FND Hope UK will do, and what we want to achieve  
|                  | ● Explain how FND Hope UK activities are intended to further or support our purpose  
|                  | ● Understand how FND Hope UK benefits the public by carrying out our purpose  
|                  | Comply with our FND Hope UK constitution governing document  
|                  | ● Ensure FND Hope UK complies with it governing document  
|                  | ● Comply with charity law requirements and laws that apply to FND Hope UK  
|                  | Act in the bests interests of FND Hope UK  
|                  | ● Deal with conflicts of interest  
|                  | ● Do what you and your co-trustees decide will best enable FND Hope UK to carry out its purpose  
|                  | ● With your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term  
|                  | ● Avoid putting yourself in a position where your duty to FND Hope UK conflicts with your personal interests or loyalty to any other person or body  
|                  | ● Not receive any benefit from FND Hope UK unless is is properly authorised and is clearly in FND Hope UK interests, this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.  
|                  | Manage FND Hope UK resources responsibly  
|                  | ● Implement appropriate financial controls  
|                  | ● Manage Risk  
|                  | ● Ensure FND Hope UK assets are only used to support or carry its purpose  
|                  | ● Avoid exposing FND Hope UK assets, beneficiaries or reputation to undue risk  
|                  | ● Not over-commit to FND Hope UK  
|                  | ● Comply with any restrictions on spending funds  
|                  | Act with reasonable care and skill  
|                  | ● Take appropriate advice when need to.  
|                  | ● Must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary  
|                  | ● Give plenty of time, thought and energy to your role  
|                  | Ensure FND Hope UK is accountable  
|                  | ● Be able to demonstrate that FND Hope UK is complying with the law, well run and effective  
|                  | ● Ensure accountability within FND Hope UK, particularly where you delegate responsibility for particular tasks of decisions to volunteers  
|                  | ● Comply with the Essential Trustee – Policy |