

Kensington and Chelsea Social Council – Treasurer Role Profile

The role of the Treasurer is to maintain an overview of KCSC's financial affairs to ensure that it is financially viable and that proper financial records and procedures are maintained.

Reports to: the Finance and Personnel Sub Committee (F&PSC) and the Board

The responsibilities of the Treasurer will include the following tasks:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Making sure that the financial resources of KCSC meet its present and future needs
- Ensuring that KCSC has an appropriate Reserves and Investment policies
- Preparing and presenting financial reports to the Finance & Personnel SC and the Board in collaboration with the CEO and Director of Operations
- Ensuring that appropriate accounting procedures and controls are in place and are compliant
- Liaising with relevant staff about financial matters
- Advising on the financial implications of KCSC's strategic plans
- Supporting the appointment of auditors and/or accountants for KCSC
- Keeping the Finance and Personnel Sub Committee and the Board informed of its financial duties, responsibilities and obligations
- Contributing to KCSC's fundraising strategy, including working with the Senior Management Team to analyse funding applications, assessing their viability and any resulting financial implications
- Making a formal presentation of the accounts to the AGM and drawing attention to important points in a coherent and comprehensible way
- Acting as one of the signatories for signing off payments along a member of the Executive team or a trustee with signatory responsibilities
- Advising on the preparation / submission of financial reports to funders and the Charity Commission
- Overseeing and advising on financial risk and financial management of KCSC
- Supporting SMT in agenda sending for the Finance and Personnel Sub Committee
- All other duties and responsibilities of trustees as are standard

Time commitment

Membership of the Finance and Personnel Sub Committee includes trustees from the full Board with relevant expertise. The Committee meets approximately 4 times per year online ahead of the full Board meeting and is chaired by the Treasurer. The CEO, Director of Operations and the Accountant are invited to attend. Currently the Finance and Personnel Sub Committee meeting times are currently from 4.30pm – 6pm via Zoom.

In between meetings, there is an expectation that the Treasurer will provide strategic, and in some cases, operational advice to the CEO and Director of Operations. The expected time commitment is up to two hours per month.

Skills and Experience

- Financial qualifications and experience, ideally a qualified accountant (but not essential)
- Experience of charity finance, fundraising and pension schemes, particularly in the context of charity income of c£1m plus.
- Skilled in analysing proposals and their financial consequences
- Readiness to make unpopular recommendations to the Executive and the Board
- Willingness to be available to staff for advice and queries on an ad hoc basis
- Ability to present and communicate financial reports and accounts clearly