

**St Oswald's Hospice
Role Description
Treasurer**

1. Role Purpose

To oversee the financial matters of St Oswald's Hospice Ltd in line with good practice and in accordance with St Oswald's Hospice governing document and legal requirements.

2. Specific Duties and Responsibilities

- To undertake the duties of a Trustee (see St Oswald's Hospice Trustee role description).
- Ensure, in close co-operation with the Hospice Management Team, that an appropriate financial policy framework is in place to guide St Oswald's Hospice's financial controls and decision making. In particular, clarity will be required on reserves, expenses ratios and income mix question.
- Develop a close understanding of the key assumptions included in management's medium term financial plan and annual budget proposals. Provide advice to Trustees on these matters.
- Advise Trustees on major financial issues which arise and which are proposed for example any major new fundraising initiative or contract for service provision.
- Meet the external auditor.
- Provide financial acumen and expertise to the Audit and Finance Committee.
- Develop an understanding of the key internal control features of the St Oswald's Hospice's operations and ensure that, at the macro level, the organisation's financial integrity is sound.
- Provide support and advice to the Finance Director.
- Present the audited accounts at the Annual General Meeting.
- Ensure that St Oswald's Hospice has appropriate investment and reserves policies.
- Ensure that there is no conflict between any investments held and the aims and objectives of St Oswald's Hospice.
- To chair the Audit and Finance Committee.
- To be the deputy representative responsible for exercising the rights of sole shareholder of St Oswald's Hospice Promotions Ltd.

3. Term of Office

The term of the Treasurer is three years. A maximum of two terms can be served. In occasional circumstances this may be extended for an additional year to ensure continuity.

4. Person Specification

In addition to fulfilling the person specification contained within the role description for a trustee, the following is also required:

- Financial and Accounting experience and expertise in the commercial, charity or Not for Profit Sector as well as CCAB or CIMA qualified.

- The skills to analyse proposals and examine their financial consequences.
- Experience of chairing meetings and communicating effectively with non-financial Trustees.
- Time and enthusiasm to dedicate to the role of Treasurer. The commitment to prepare for and attend Board and committee meetings.

Approved by the Board of Trustees: 27 January 2021

