

Chinese Information and Advice Centre

Honorary Treasurer/Accountant Role Profile

Main duties and responsibilities

Guide and advise the board in the approval of budgets, accounts and financial statements, within a relevant financial policy framework, including:

- Ability to clearly communicate complex financial information, manage and maintain financial systems and take a lead role in financial decision making and financial committees.
- Ability to work with detailed figures, ensure that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard the organisation's resources
- Advise on the financial implications of the organisation's strategic plans and key assumptions in the operational plan and annual budget
- Ability to understand charity accounting procedures and key internal controls, to assure the board that the charity's financial integrity is sound
- Ensure that annual budget is produced meeting all the organisation's needs, the strategic plans
- Ensure an appropriate reserves policy is maintained
- Present incomes and expenditure reports to the board quarterly or as required
- Ensure that money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts demonstrating this are submitted to funders
- Prepare the accounts at year-end in compliance with the SORP Accounting for Charities and making arrangements for them to be audited or independently examined, as required by the Charity Commission
- Liaise with the Company Secretary to ensure that annual accounts are submitted to the Charity Commission and Registrar of Companies, within the deadlines set

Other tasks including:

- Ensure that the Charity in compliance with all regulations affecting finances e.g. Workplace pensions
- Liaise with the CEO about financial matters
- Play a key role in planning a clear fundraising strategy to raise money for future activities and developments
- Prepare project budgets for funding applications
- Prepare the financial data for project monitoring reports

Personal skills and qualities

1. A qualified accountant with up to date knowledge of financial reporting requirements, preferably Charity SORP
2. Some experience or knowledge of charity finance, Gift Aid, fundraising and pension schemes
3. Ability to make recommendations to the board and to communicate positively to reach collective decisions
4. Skills to communicate with and provide advice and guidance to staff on financial matters.
5. Must be able to attend four Board meetings per year at mutually agreed time and place and other sub-group meetings for strategic planning