

# Treasurer



## Role description

The overall role of the Treasurer for Open Up Music is to maintain an overview of the charity's financial affairs, as well as ensuring financial viability, along with proper procedures and financial recording.

## Treasurer duties & responsibilities

Duties of the Treasurer of Open Up Music include the following:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the charity meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with the CEO and staff team about financial matters
- Advising on the financial implications of the charity's strategic plans
- Monitoring the organisation's fundraising/investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- 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
- 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
- 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

## Trustee duties & responsibilities

As well as the duties listed above, the Treasurer also carries out the duties of a Trustee:

- Ensuring that Open Up Music pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing on a long-term strategy
- Ensuring that the charity complies with its governing document (i.e. memorandum and articles of association), charity law, company law and any other relevant legislation or regulations

- Ensuring that Open Up Music applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that Open Up Music defines its goals and evaluates performance against agreed operational targets
- Ensuring the safeguarding of beneficiaries and their interests
- Safeguarding the good name and values of the charity
- Ensuring the effective and efficient administration of the Open Up Music, including having appropriate policies and procedures in place
- Ensuring the financial stability of the charity
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

## Person Specification

Person Specification for the role of Treasurer:

- Financial qualifications and experience
- Experience of charity finance
- The skills to analyse proposals and examine their financial consequences
- Prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

Person Specification for the role of Trustee:

- Be dedicated to ensuring equitable access for disabled people in the arts
- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.