**TREASURER ROLE DESCRIPTION - THE RAINBOW CENTRE, MORECAMBE**

**ABOUT THE RAINBOW CENTRE –** *Youth Club for the over 50’s!*

**The original organisation was started in 1959 under the Chairmanship of the late Alderman Raymond Penhale OBE.**

**In 1965 the Clarence Street Methodist Church was purchased and the Rainbow Centre officially opened on 16th November 1967 by Her Majesty Queen Elizabeth, The Queen Mother.**

**The Centre now provides a range of weekly activities run by both volunteer leaders and professional instructors. The Centre is a vibrant and welcoming place and new members are warmly welcomed.**

**Treasurer of the Board of Trustees**

**Purpose**

· Oversee all financial aspects of the Charity on behalf of the Board of Trustees to evaluate our financial position and associated risks

· Assist the Chair, other honorary officers, and the Centre Manager in ensuring that the Board of Trustees fulfils its duties and responsibilities for the proper financial governance of the charity

**Main Responsibilities & Tasks associated with the role**

**In partnership with the Centre Manager**

· Ensure that the charity operates within the financial guidelines set out in current legislation by the Charity Commission, in the Charity’s Constitution and by the Board

· Work with the Centre Manger to update and to test internally our financial management procedures to support strong Governance and financial controls

· Identify and bring to the attention of the Board any financial risks facing the Charity

· Ensure the Charity’s financial resources are sufficient to meet current and future needs, advise the Board on the reserves policy, and to ensure that this policy is reviewed and monitored regularly

· Protect and manage the property of the Charity and to ensure the proper investment of the Charity’s funds

· Scrutinise financial reports and advise and guide the Board accordingly

· Review longer term forecasts of capital resources and of income and expenditure, and to review and monitor financial trends within the Charity and the sector within which the Charity operates

· Contribute to the annual audit process, including meeting with the external auditors when necessary

· Chair or be a member of any appropriate Board committees and internal working groups

To assist the Chair, other Trustees and the Centre Manager

· By ensuring that the Board of Trustees fulfils its duties and responsibilities for the proper financial governance of the Charity

· Keep the Board informed of its financial duties and responsibilities

· Advise the Board on financial implications and operational risks arising from Board decisions, especially the Board’s strategic and policy decisions

· Advise the Board on the financial strategy proposed by the Centre Manager and review and monitor the financial strategy on behalf of the Board

· Work with the Centre Manager to ensure financial information is presented in a way that facilitates good financial governance, and enables the Board to fulfil its legal and statutory responsibilities

**Person Specification**

· Knowledge of accounting practices for corporate governance

· Knowledge of, or willingness to learn, financial regulations governing charities and companies

· Able to commit sufficient time

· Ability to think strategically and forward plan

· Commitment to striving for better lives for older people across Morecambe Bay Area.

· Ability to digest, present and critically evaluate a range of information, including written reports, statistics, and verbal communications

· Willingness to challenge and engage

· Understand and is committed to diversity issues