

## **ROLE DESCRIPTION: TREASURER**

The Treasurer is a Trustee of the Academy. The roles and responsibilities of all Trustees are set out in a separate role description. As a Trustee, the Treasurer may not be remunerated but expenses will be reimbursed in line with Standing Orders in force at the time.

### **Purpose of the role**

On behalf of the membership, to ensure the financial probity of the Academy and in particular to ensure that the financial processes and procedures of the Academy comply with the requirements of the Charity Commission, and that all items of income and expenditure are properly accounted for.

### **Term of Office**

The appointment shall be for a term of three years (to 2027), after which he/she shall resign unless reappointed by the Members.

All Trustees shall be appointed by the Members by means of a ballot for a term of three years. No Trustee may serve more than two consecutive terms.

### **Time commitment for Academy Treasurer**

- attendance at one Annual General Meeting per year
- attendance at a minimum of two Trustee meetings per year and other General Meetings, committees or working groups convened as required.
- preparation for meetings.

### **Key responsibilities**

In addition to the general responsibilities of a Trustee, which are set out in a separate role description for EAOO Trustees, the Academy's Treasurer will be required to:

- a Report to members, through the Trustee body and the AGM, on the financial probity of the Academy;
  - monitor the financial matters of the Academy and report to the trustee body at regular intervals about the finances of the organisation
  - work with and support the Academy Secretariat in order to be satisfied that the financial information presented is comprehensive and accurate
  - propose to the Trustee body that the budget be approved
  - attend an annual meeting with external auditors to discuss the Auditor's report and accounts and to report formally on this meeting to the Trustee body
- b To act as the Trustee with a specific focus on financial matters;
  - ensure that the Academy operates within the legal and financial guidelines set out in current legislation and its own standing orders
  - ensure that adequate financial controls are in place and that the Academy operates within a sound financial framework

- ensure that any financial risks facing the organisation are identified and appropriate action implemented to minimise risks
  - ensure that the process of appointment of Auditors to the Academy is well managed
  - ensure that the organisation has a satisfactory system for holding in trust for the beneficiaries of the charity any monies or property and to ensure that, where appropriate, monies are invested to the greatest benefit to the Academy within the constraints of the law and ethical investment practices
  - ensure that all financial dealings are accounted for
  - attend the Audit Committee of the Academy and report on such matters as require Board's attention
- c To carry out an operational role as defined within the Academy Standing Orders;
- act as an authorised signatory

### **Person specification**

The Treasurer will require the following skills, experience and qualities:

- financial leadership skills
- experience of committee work
- tact and diplomacy
- good communication and interpersonal skills
- impartiality, fairness and the ability to respect confidences
- knowledge of optometry and optics
- experience of involvement in the voluntary sector.

*English is the official language utilized for all communications, documentation, and correspondence within the EAOO. Proficiency in English is required for this position to ensure effective communication and collaboration within the organization.*