

TREASURER ROLE DESCRIPTION

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Treasurer of Clydesdale Housing Association (CHA). The responsibilities described here are additional to those set out in the Committee Member's role description. It should also be considered alongside CHA's Rules and Standing Orders.
- 1.2 The role of the Treasurer will be carried out by a Management Committee Member of CHA who will be elected by the Management Committee, every year at the first meeting following the AGM.

2. Working as Treasurer (supported by the Finance Manager):

- 2.1 Support the Management Committee and Audit & Risk Sub-Committee to ensure that:
 - CHA makes the best use of its financial resources whilst minimising exposure to risk. (See Rules 18 & 19)
 - CHA has appropriate systems for recording and keeping accounts (see Rule 69).
 - CHA has robust internal financial control systems (see Rule 69).
 - Annual Accounts are prepared and audited (see Rule 70).
 - Annual Accounts and the Auditor's Report are presented to Members at the Annual General Meeting (see Rule 21.2).
 - the appointment of an auditor is approved at the Annual General Meeting (see Rule 21.4).
 - copies of Annual Accounts and the Auditor's Report are provided to the Scottish Housing Regulator and Financial Conduct Authority within 6 months of the financial year end (see Rule 71).
 - the financial reporting requirements of CHA's funders are met.
 - recommendations from the Auditor's Report are presented to the MC and implemented where accepted.
 - a copy of the latest balance sheet and Auditor's Report are publicly displayed at CHA's offices (see Rule 77).
 - an Annual Budget, Rent Policy and Cashflow is presented to the MC for approval before tenants are consulted.
 - expenditure against approved budgets is monitored and ensure the preparation of quarterly Management Accounts for the Management Committee.
 - long term cashflows are developed and revised at least annually.
 - CHA obtains appropriate advice regarding the securing of loan finance and the investment of surplus funds.
- 2.2 Authorise expenditure outwith the provisions of the budget, but in accordance with the Internal Financial Controls, on condition that the matter is reported at the next meeting of the Management Committee.
- 2.3 Attend meetings of the Audit & Risk Sub-Committee.
- 2.4 Represent CHA at external events appropriately.
- 2.5 Act as a document signatory as required.

3 Commitment

- 3.1 An estimate of the annual time commitment that is expected from the Treasurer, in addition to that of standard Committee Members, is:

Activity	Time
Preparation for and participation in the Chief Executive's annual appraisal.	4 hours
Participation in annual planning and review events.	4 hours
Ad-hoc meetings/discussions with other Office Bearers/ Chief Executive.	6 hours
Total	56 hours

4 Experience, Knowledge & Skill Levels Expected of the Treasurer

- 4.1 The level of experience, knowledge and skill that is desirable for Committee Members considering standing for election to the role of Treasurer is outlined below. Members should bear this in mind when considering their own or others' candidacy.

Experience of:
Annual financial planning and budgetary control.
Business that is focused on people and service delivery, whether public, not for profit or private sector.
Membership of governing bodies in the public, not for profit or private sector.
Social housing.
Management and/or leadership in either a voluntary or employment capacity.
Knowledge and Skills:
Good understanding of financial record keeping.
Good understanding of risk management.
Good financial analysis skills.
Good leadership and inter-personal skills, including the ability to motivate others.
Good knowledge of good governance principles and practices.
Knowledge of the Scottish housing sector generally and CHA's housing environment specifically.
Effective communication skills in a variety of settings (from one-on-one conversations to service user consultations and complex negotiations).
Excellent organisational skills.

5 Review

- 5.1 This role description was approved by the Management Committee on **28 September 2022**. It will form the basis of the annual review of the effectiveness of the Treasurer's contribution to CHA's governance. It will be reviewed by the Management Committee not later than **September 2025**.