

ROLE DESCRIPTION: Treasurer

The Treasurer should have a relevant finance qualification and experience.

Role of the Treasurer

1) In addition to the usual responsibilities of all Trustees, the role of the Treasurer is to:

- Monitor the financial administration of ADD and report to the Board at each of its quarterly board meetings on its state of financial health;
- Be a member of and chair the Board's Safeguarding, Risk and Finance Committee;
- Participate in any meetings of the Officers of the Board;
- Monitor and advise on the financial viability of ADD;
- Advise on the financial implications of ADD's strategic framework and plans;
- Oversee the presentation of budgets, internal management accounts and annual financial statements to the Board;
- Lead in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- Lead in the development and implementation of financial reserves, cost-management and investment policies;
- Liaise regularly with the Director of Resources, Systems and Culture;
- Liaise regularly with the Chief Accountant (who will lead on Internal Audit)
- Undertake Board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations;
- Monitor the implementation of recommendations contained in the Auditor's Management Letter;
- Review the Annual Internal Audit Plan and all Internal Audit reports (after review by the CETOs and SLT and the incorporation of management comments) before submission to the Board;

- Receive direct communications from the Head of Internal Audit as the Head of Internal Audit thinks fit; and
- Act as the Board's contact point for all allegations of fraud, bribery, corruption and the misappropriation of resources.

Delegated authority

2) The Treasurer has delegated authority from the Board to:

- Approve the opening or closing of any ADD bank account;
- Approve any changes to the signatories of any ADD bank account;
- Sign the Annual Financial Statements following approval by the Board (along with the one of the Co-Chairs);
- Sign any Letters of Representation to the external auditors following approval by the Board (along with the one of the Co-Chairs);
- Participate in selection processes for the Director of Finance & Operations and the Head of Internal Audit; and
- Participate in the process for selecting a new or renewing the appointment of an existing external auditor for subsequent approval by the Board.