



Role Description – Treasurer to the Board of Trustees

The Board of Trustees recognise that charity governance is a balanced relationship between the employed staff; the Chief Executive, Executive Leadership team, and the Board of Trustees. Together they are responsible for directing the affairs of the charity, ensuring that it is solvent, well-run, and delivering the intended charitable benefits. A key role in the effective governance of the financial affairs is that of the Treasurer among the charity Trustees. While financial matters are the responsibility of all Trustees, the Treasurer takes special responsibility for all aspects of the charity's financial management and reporting.

An overview of the role of Treasurer at SAT-7 UK can be summarised as:

- monitor the financial administration of the charity and report to the Board of Trustees, in compliance with the governing document.
- oversee the charity's financial risk-management process;
- act as a counter signatory per the bank mandate; and
- provide board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.

In addition to the normal responsibilities of a Trustee the Treasurer will:

- oversee budgets, internal management accounts and annual financial statements before presentation to the Board of Trustees;
- ensure that proper accounting records are kept, financial resources are properly invested and economically spent;
- liaise with the Chief Executive and Operations Director as appropriate;
- chair the Finance and General Purposes (FGP) committee and report back to the Trustees;
- monitor and advise on the financial viability of the charity;
- oversee the implementation of and monitor financial systems;
- advise on the financial implications of the charity's strategic plan;