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Board of Trustees

Treasurer (UK)

Working Hours: 4 hours/month
Location: London, UK
Responsible to: Chair
Responsible for: N/A
Salary: Expenses Only

General Statement:

The role of the Treasurer is to maintain an overview of the organisation's financial affairs, ensure that its plans are financially viable, and that proper fiscal records, policies and procedures are maintained. This document outlines the specific and additional duties of the Treasurer and should be considered alongside the generic Job Description of Trustees of the charity.

Key Responsibilities

- To ensure the organisation applies its resources exclusively in pursuance of its objects;
- To contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- To ensure the financial stability of the organisation;
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To ensure end of year accounts are completed and submitted in a timely fashion, in accordance with the requirements of the UK Charities Commission.

Specific Duties

- Overseeing, approving and presenting budgets, accounts and financial statements;
- Ensuring that the financial resources of the organisation meet its present and future needs;
- Ensuring that the charity has an appropriate reserves policy;
- Preparation and presentation of financial reports to the Board;
- Ensuring that appropriate accounting procedures and controls are in place;
- Advising on the financial implications of the organisation's strategic plans;
- Ensuring that the charity has an appropriate investment policy;
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity;
- Ensuring the organisation's compliance with legislation;
- Ensuring that any assets are adequately maintained and insured;
- Keeping the Board informed about its financial duties and responsibilities;
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.

[END]