

GADP charity trustee and treasurer

Role description

In relation to being a charity trustee

- [The Essential Trustee](#)

In relation to Finance

Budgeting and strategic financial planning.

Work together with the ZADP and EADP leads to:

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.

Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with ZADP/EADP leads and trustees to prepare and produce management accounts regularly.

Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

Reserves Policy

Work together with the ZADP and EADP leads to:

- Develop reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

In relation to Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.

- Lead in the development and implementation of financial reserves, cost management and investment policies.

In relation to development of the charity

- Advise the board on further development of financial governance.
- Support the EADP and ZADP finance leads.
- Advise on and support fundraising and grant application activities