



## Holocaust Memorial Day Trust: Treasurer Job Description

### **Role of the Treasurer**

The Holocaust Memorial Day Trust Treasurer will exercise governance responsibility for the financial health of the charity, reporting on this at intervals to the Board of Trustees. The Treasurer will carry out this responsibility in accordance with the governing document of the charity, meeting legal requirements and conforming with good practice

In carrying out the following responsibilities the treasurer will work with the CEO and finance staff of HMDT.

### **Main Responsibilities**

- To oversee budgets, accounts and financial statements to ensure that the charity has the necessary financial resources to carry out its activities.
- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with good governance, legal and regulatory requirements.
- To be instrumental in the development and evaluation of financial, reserves and investment policies.

### **Main Duties**

- Liaising, where applicable, with the CEO and finance staff of the organisation.
- Monitoring and advising on the financial viability of the charity .
- Monitoring specific financial controls and ensuring that systems are in place and implemented.
- Advising on the financial implications of the charity's strategic plan.
- Acting as a joint signatory to authorise electronic payments through the HMDT bank accounts.
- Working with the CEO, to ensure that the finance function of the organisation is effective.

The Treasurer will also be a member of the HMDT Board of Trustees.

### **Role of a Trustee**

#### **Main Responsibilities**

- To ensure that the charity, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.

- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To avoid any personal conflict of interest.
- To manage and use the resources of the charity so as to optimise its potential.
- To ensure that robust systems are in place for internal financial control and the protection of the charity's funds and assets.
- To undergo a thorough induction upon appointment and ongoing training to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.
- To achieve the purpose of the charity and to pursue the charitable objects, and provide public benefit.

### **Main Duties**

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to the charitable objects.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its public benefit and recognising the situation when it may be more appropriate to wind the charity up where there is no longer a need for the charity to provide the services it does or because the charitable objects are no longer relevant to contemporary social situations.
- Maintaining sound financial management and control of the charity's resources.
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the chief executive officer and, where applicable, other members of the senior management team.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.