



Safe lives, free from abuse and violence

Note IDAS has a professional Finance & Administration team led by an experienced accountant.

From IDAS Scheme of Delegation, October 2017

IDAS BOARD REPORT 44/17-18

Hon Treasurer

Delegation

Role

The role of Hon Treasurer is additional to the basic duties of a Trustee of IDAS (as specified in the role description) and includes the supplementary duties listed below.

The overall role of the Hon Treasurer is to maintain an overview of the IDAS's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The Hon Treasurer is also Chair of the Finance & Resources Committee.

General financial oversight

- To oversee and present budgets, accounts and financial statements.
- To liaise with relevant staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation (e.g. Companies and Charity legislation).
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

Financial planning and reporting

- To present financial reports to the Board.
- To make a presentation of the accounts at the Annual General Meeting.
- To advise on the IDAS's reserves policy and investment policy.
- To advise on the financial implications of the IDAS's strategic and operational plans.
- To liaise with the Chair of the Fundraising & Profile-raising Committee on the fundraising strategy.
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.

Resource planning and management

- To advise the Board on staffing issues, including structure and reward and remuneration issues.
- To advise the Board on capital expenditure including the provision of office and other premises.
- To ensure the provision of appropriate IT and information systems.

Other

- To chair meetings of the Finance & Resources Committee.
- To sit on appraisal, recruitment and disciplinary panels as required.

Qualities and Skills Preferred

- Experience of financial control and budgeting.
- Knowledge of charity SORP
- Experience of human resources management.
- Experience of pension schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

Time Commitment

The role of the Hon Treasurer requires an estimated commitment of 15 hours a month.

Terms of Reference of Finance and Resources Committee

NOTE The Chair of the Finance & Resources Committee cannot be a member or the Chair of the Audit, Quality & Performance Committee.

Finance & Resources Committee

The Board has established a Finance and Resources Committee to support it in its responsibilities with the following delegated powers:

- in relation to Finance:
 - to advise to the Board on
 - IDAS' mission, vision and values
 - IDAS' strategic direction
 - IDAS' strategic and annual operating plans and budgets

- the opening/closing of bank accounts and cheque signatories
 - all loan agreements (including overdraft facilities, mortgages or other collateral or security)
 - all unbudgeted revenue expenditure in excess of £5,000 within a financial year
 - advice to the Board on the approval of the purchase, sale or disposal of any capital asset in excess of £10,000
 - covenants on prospective restricted donations
- to support the Board's Growth Strategy [to be devised as part of Business Plan] through monitoring of development of tender and other contracts and making recommendations to the Board
 - to authorise arrangements for the undertaking of more major works to IDAS premises
 - to advise and make recommendations to the Board on the approval of IDAS Reserves Policy
 - to advise and make recommendations to the Board on the approval of IDAS Investment Strategy and Policy
 - to approve the format of management accounts
 - to provide detailed scrutiny of financial performance and advise the Board as appropriate
 - advice to the Board on the appointment of:
 - main legal advisers
 - investment advisers
 - property advisers
 and the terms of their appointment
- in relation to Resources:
 - (subject to Board approval and in conjunction with the CEO) to oversee arrangements for the purchase and installation of more major items of equipment
 - (in conjunction with the CEO) subject to spending authorisations, to oversee the purchase of all supplies and stationery and equipment
 - to advise to the Board on approval of information systems strategy & policy including security and the development of new ways of delivery of IDAS services
 - to provide detailed scrutiny of Information Systems Strategy, Policy and performance and advise the Board as appropriate
 - to advise the Board on the approval of the structure of the IDAS SMT and staffing complement
 - to advise the Board on the approval of any nominated IDAS representative to another body or organisation
 - to advise the Board on the approval of HR Strategy and Policies including Reward & Recognition Strategy and annual pay awards.