**Aberdeen Citizens Advice Bureau (ACAB)**

**Job Description: Treasurer (ACAB)**

Overall Purpose:

The Board of Directors are responsible for the overall governance and strategic direction of ACAB, developing the organisation’s aims, objectives and goals in accordance with the Strategic Business Plan as well as legal and regulatory guidelines.

**Accountable to:**

The post holder will be accountable to the Chair of the Board.

**Main Responsibilities of Board Directors**

* To ensure that ACAB and its representatives function within the legal and regulatory framework of the sector and in line with the organisation’s Strategic Business Plan, continually striving for best practice in governance.
* To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in ACAB.
* To determine the overall direction and development of ACAB through good governance and a clear strategy.

**Main Duties of the Treasurer:**

* Advise the Board on all financial matters, particularly regulatory compliance and keep Board Members regularly apprised as to the financial status of the organisation, recommending actions as appropriate.
* Oversee the financial affairs of ACAB and ensure that they are legal, constitutional and within accepted accounting practice.
* Ensure that proper records are kept and that effective financial procedures are in place.
* Oversee the production of necessary financial reports/returns and audits.
* Arrange for the annual review and the annual report of accounts by an independent examiner.
* To chair the Finance Standing Committee and arrange for the Committee to update the main Board on key finance issues, seeking formal ratification on matters as appropriate.
* Maintain budgetary oversight in conjunction with the Chair of the Board and the Bureau Manager.
* Oversee the production of an annual budget and propose its adoption by the Board.
* Examine all available avenues for income generation to supplement the Bureau’s core funding .
* Maintain absolute confidentiality in relation to the sensitive/confidential information to which the post holder will have access.

February 2021