

**DATED**

**December 2020**

**TREASURER TERMS OF REFERENCE**

**Wycombe Islamic Mission and Mosque Trust Limited (WIMMT)**



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## **1. Purpose**

- 1.1 The role of the Treasurer is to oversee the financial affairs of WIMMT and ensure they are legal, constitutional and meet accepted accounting practice.
- 1.2 The Treasurer is expected to monitor and advise on the financial health and administration of the organisation as well as oversee the production of necessary financial reports, returns, accounts and audits.

## **2. Main Responsibilities**

- 2.1 Ensure that all strategic plans for the year are fully financially appraised and that the budget is in line with short term objectives for the year.
- 2.2 Liaise with relevant staff, committee members, auditors and/or volunteers to ensure the financial viability of the organisation.
- 2.3 Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- 2.4 Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- 2.5 Oversee the production of an annual budget, internal management accounts and annual financial statements to the board of trustees.
- 2.6 Propose the adoption of the budget at the last meeting of the previous financial year.
- 2.7 Advise the board on fundraising helping them to set targets.
- 2.8 Lead in the development and implementation of financial reserves.
- 2.9 Advise on the financial implications of the organisation's strategic plan.

- 2.10 Oversee the organisation's financial risk management process.
- 2.11 Leading the board in ensuring that proper accounting records are kept, financial resources are properly controlled, invested and economically spent in line with good governance, legal and regulatory requirements.
- 2.12 Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
  - 2.12.1 Cheque signatories
  - 2.12.2 Purchasing limits
  - 2.12.3 Purchasing systems
  - 2.12.4 Petty cash/ float
  - 2.12.5 Salary payments
  - 2.12.6 Pensions
  - 2.12.7 PAYE and NI payments
  - 2.12.8 Others as appropriate
- 2.13 Keep up-to-date records as well as an audit trail for all transactions.
- 2.14 Appraising the financial viability of plans, proposals and feasibility studies.
- 2.15 Lead on appointing and liaising with auditors/an independent examiner.
- 2.16 If required, lead the organisation's finance committee and oversee the accounts to ensure finances are being handled correctly.
- 2.17 Generally ensure that all financial matters comply with the Cash Handling policy

### **3. Qualities**

- 3.1 Knowledge and experience of current and fundraising finance practice relevant to voluntary and community charities.

- 3.2 Organisational skills
- 3.3 Some knowledge of financial management (as necessary).
- 3.4 Good financial analysis skills.
- 3.5 Ability to communicate simply and clearly.

**Policy Review**

Last review date: December 2020

Next scheduled review date: December 2021

**JOHNS & SAGGAR LLP**