Treasurer
Role Description

The Treasurer is a key Honorary Officer's role within the Southern Thailand Elephant Foundations (STEF) governance team. The post-holder must be committed to the STEF values and ethos.

Scope	While financial matters are the responsibility of all the Trustees, it is the Treasurer that the Trustees will look to for advice, guidance, and reassurance on all aspects of the Charity's financial management and reporting, control systems, solvency, future investments, etc. The Treasurer will maintain an overview of the Charity's affairs, ensure its financial viability, and ensure that proper financial records and procedures are maintained. In Charities without paid staff, the Treasurer may take a greater role in the day-to-day finances of the organisation. The Treasurer may carry out their duties directly, or delegate them to a member of staff and ensure they have been carried out. Due to the current organisational size and budget levels, STEF does not have a Finance Committee but may do so in the future. The Treasurer may be asked to serve on such a committee if formed.
Area of authority	The Treasurer role can be undertaken by an appointed Trustee/Director with full voting rights (or alternatively the post-holder may be appointed to undertake this administrative support role in a non-voting member capacity of the Board). The Treasurer will also oversee and advise on the operational reporting processes and liaise with external auditors as required.
Reports Directly To	Chair of the Board of Trustees
Works closely with	Secretary Trustees Other nominated key staff or subgroups as appropriate

In addition to the general responsibilities of a Trustee, duties of the Treasurer include the following:

Financial Control

- Ensuring that the appropriate accounting procedures and controls are in place.
- Regularly monitor the financial standing and administration of the Charity and report to the Board at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

- Keeping the Board informed about its financial duties, obligations, and responsibilities.
- Monitoring of our Metro Bank (main) account and other savings accounts
- Advising on the financial implications of the charity's strategic plans.
- Being assured that the financial resources of the Charity meet its present and future needs and provide early warning of funding shortfall predictions.
- Monitoring the Charity's investment activity and portfolio ensuring it is consistent with the Charity's policies and legal responsibilities, where required.
- Ensuring that there is no conflict between any investment held and the aims and objects of the Charity.
- Facilitate timely management accounting, monthly cash-flow forecasting, income stream monitoring (and all associated integrated and supporting third party platforms), out-going expenses, and the overarching strategic management of the Charity's financial resources.
- Liaise with external auditors if relevant on financial issues and ensure that the Charity's finances are responsibly held/managed/invested for the betterment of the Charity's work and for the beneficiaries it serves.
- Monitor any trading income and third-party collaborations for compliance and ensure that appropriate contracts are in place.
- Liaise with locally appointed financial management or third-party financial organisations to oversee any future integrated financial approach for overseas entities, collaborations, or partnerships.
- Ensuring restricted funding is spent in line with Donors instructions.
- Oversee grant giving and implementation of grant awards

External Financial Reporting

- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies (in line with SORP guidelines).
- If external scrutiny of accounts is required, ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Overview of Payment, reporting and completion of Gift Aid returns.

Internal Financial and Management Reporting

- Overseeing, approving, and presenting budgets, monthly accounts, and financial statements and statement reconciliation.
- Making a formal presentation of the accounts for approval by the Board of Trustees, drawing attention to important points in a coherent and easily understandable way.
- Preparing and presenting financial reports to the Board.
- Undertake an annual review for compliance.

Financial Policies

- Ensuring that the charity has an appropriate Financial Controls Policy.
- Ensuring that the charity has an appropriate Reserves Policy.

- Ensuring that the charity has an appropriate Investment policy.

Ad Hoc

- The Treasurer may be called upon to act as a counter signatory on cheques and staff/volunteer expense forms or sanction expenditure (in line with strategic directives) or sign contracts in the absence of other designated Trustees.
- Scrutinise the incident report and ensure that incidents are reported, and the Charity maintains a duty of care for staff and supporters.
- Support the fundraiser with financial information and budget analysis for grant applications.
- Contribute to the fundraising strategy of the organisation.

Skills

In addition to the person specification for a Trustee, the Treasurer should have the following:

- Financial qualifications and experience.
- Some experience of charity finance, fundraising, and pension schemes.
- The skills to analyse proposals and examine their financial consequences.
- Being prepared to make unpopular recommendations to the Board.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis and support/help to promote and possibly attend events.

Aug 2026