

Ner Yisrael Exec Roles - Role Profile

Role title

Ner Yisrael Executive Role – Treasurer’s Mandate

Reporting line

Reporting to the Ner Yisrael Chairman

Role purpose

- To advise the Board and Trustees, and implement, financial strategy, practises and plans to manage the charity’s short and long term activities in accordance with best practises for a charity.

Principal contacts

- Working with the Ner Yisrael Exec Board members and attending the monthly Exec meetings on the first Wednesday of the month
- Ner Yisrael Office Team who process the day to day finance transactions
- Liaise with the external parties affected by finance , including members, users, suppliers, banks and auditors

Key accountabilities

- Maintaining processes to record income and expenditure in a timely and accurate way
- Preparation of management accounts (quarterly at least) to provide information to The Board on the progress of the budget and other targets in the year
- Monitor the cash flow of the charity to ensure that receipts are coming in a timely manner to ensure that payments to suppliers and other stakeholders are made on time and within the scope of the bank facilities
- Preparation of reports for budget holders on activities occurring during the year
- Preparation of an annual budget before 31 March each year for agreement by the Board and Trustees and monitoring the Budget during the year
- Review arrangements and agreements with external parties in respect of their financial impact on the charity , bankers , suppliers, other support organisation, including benchmarking of costs and contracts.
- Work with the Fundraising and Facilities Teams to develop and implement plans to generate income for the charity both short and long term;
- Complete all statutory returns and filing submissions for external agencies , including HMRC and Charity Commission.
- Give advise to Board or Trustees on financial impact of new areas of expenditure or resources

Tenure

- An elected role, subject to re-election every 2 years.

Qualifications

- Post holder will be a Full Member of Ner Yisrael

Finance Sub Committee

- With the approval of the Board, The Treasurer can create a sub committee of Full Members of the Shul who can act as advisors to help implement and monitor the finance strategy of the Charity.