

**Gender and Development Network (GADN)  
Treasurer role description**

**The role**

To maintain oversight of the organisation's financial affairs on behalf of the Board of Trustees.

To provide guidance to the Board of Trustees, Secretariat and Advisory Group on financial stewardship of the organisation in line with the strategic aims.

**Responsibilities as Treasurer**

1. To oversee GADN's compliance with the legal and financial requirements of a company limited by guarantee on budgets and accounts before these are presented to the Board of Trustees.
2. To be a sounding board and to work in partnership with the Secretariat in developing organisational budgets and accounts before these are presented to the Board of Trustees.
3. To monitor income and expenditure on bank statements each month and to act as a check against fraud.
4. To be responsible for oversight of the GADN Finances Annual Workplan.
5. To be responsible for updating and managing elements in the risk register pertaining to financial management.
6. To draw any major financial concerns to the attention of the Board of Trustees and Director.
7. To propose and monitor the reserves policy.
8. To liaise with the external auditor / accountant to monitor the GADN budget at least twice annually.
9. To induct new GADN BoT members on GADN's management accounts.
10. To present the annual accounts to the Board of Trustees and draw attention to the important points.
11. To work with the Co-Chairs on other areas where the Officers have been delegated responsibility by the Board.
12. In carrying out these responsibilities the Treasurer will have the support of the Secretariat and will also have independent access to GADN's accountant who will be available to provide advice and analysis.

## **Details**

1. The Treasurer will be selected in line with GADN Trustee selection practices and will normally hold office for a term of two years.
2. A maximum of two terms can be served.
3. Time served as a Trustee prior to becoming Treasurer does not count towards the term limit for Treasurer.
4. The Treasurer is required to declare to the Board of Trustees immediately any links with the auditors, suppliers, contractors, staff or any other body that has dealings with GADN in line with GADN's conflict of interest policy applicable to all board members.
5. The Treasurer is accountable to the Board of Trustees.

## **Person Specification**

### **1. Demonstrable commitment to the vision, mission, aims and values of GADN**

### **2. Skills and attributes**

- Numeracy and the ability to understand budgets
- Good, independent judgement and willingness to speak their mind
- Ability to think creatively and to find solutions
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### **3. Experience and knowledge:**

- Of working with budgets and financial systems
- Of gender equality and women's rights particularly in an international context
- Of working in an NGO and or membership based network in the UK
- Of the role of a Trustee.

### **4. Time commitments:**

- Commitment to meet with the Secretariat every month
- Commitment to meet with the Officers every quarter
- Commitment to oversee the budget and report to the Board on finances
- Commitment to read papers and prepare for quarterly Board meetings
- Commitment to respond to correspondence between Board meetings