



## Treasurer

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<b>Remuneration:</b>	Voluntary position, benefiting from an honorarium of £500 p.a. (Travel and reasonable out-of-pocket expenses will also be reimbursed)
<b>Hours:</b>	~12 days per annum including attendance at Finance meetings, Board meetings, Annual General Meeting, other liaison and functions/events
<b>Desirable minimum commitment:</b>	3 years
<b>Maximum term of office:</b>	No maximum, but dependent on re-appointment every 3 years

### Summary

Pembrokeshire Association of Community Transport Organisations (PACTO) brings together, supports, and represents the community transport sector in Pembrokeshire.

We are now seeking a new Treasurer to join the Trustee team.

This is a strategic role, guiding and supporting the Board and our Development Manager on financial issues. The Treasurer will not be required to undertake day-to-day book-keeping or financial admin tasks.

This is a voluntary position, but in view of the particular skills required we are able to offer an honorarium of £500 p.a.

**For an informal chat about the role, or to express an interest, please contact our Development Manager, Debbie on [debbie@pacto.org.uk](mailto:debbie@pacto.org.uk) or 01437 776550.**

### About PACTO

PACTO was formed in 2004, as part of local charity Pembrokeshire Voluntary Transport, and became a Charity and Company Limited by Guarantee in its own right in 2011. We currently employ 4 members of staff and our income last financial year was £279,000, largely in the form of restricted grants. We receive core funding from Pembrokeshire County Council, and are currently managing two 5-year Big Lottery Funded projects, as well as other grant-funded projects.

We support, represent, promote and develop community transport services in Pembrokeshire, helping people who might otherwise struggle to access services and opportunities. We do not operate transport services directly, but coordinate a range of supporting activities, such as volunteer recruitment, publicity, minibus driver training, advice and support to community transport operators, and a team of Bus Buddy volunteers to help people who need additional support to travel by public or community transport.

## **Expectations of the Treasurer**

The Treasurer will be expected to attend Trustee Board meetings. The PACTO Trustee Board meets every two months, currently on the second Monday morning of January, March, May, July, September and November.

The Treasurer will be expected to review financial papers and reports prior to each board meeting and attend meetings with the Chair and PACTO Development Manager to go through them, if necessary. At the board meeting, the Treasurer will be asked to lead on the finance items on the agenda, supported by the Development Manager.

The Treasurer will be a Trustee of the Charity, and the general expectations placed on other trustees all apply to the Treasurer role in addition to those specified in this document.

The Treasurer will be expected to attend:

- Trustee meetings as above and relevant training sessions (approx 6 per year)
- PACTO Annual General Meeting and present the Annual Accounts
- Regular meetings with the Chair and Development Manager (approx 6 per year)
- Ad hoc meetings as necessary, for example with key funders

The Treasurer will also be one of the signatories on the Charity's bank account, and must make every effort to be available to authorise online payments and/or attend the office to sign cheques, as and when required.

## **Key responsibilities and duties of the Treasurer**

- Guide and advise the Board in the approval of budgets, accounts and financial statements, within a relevant financial policy framework
- Keep the Board informed about its financial duties and responsibilities
- Confirm that the financial resources of the Charity meet its present and future needs and that there is an appropriate reserves policy
- Understand the accounting procedures and key internal controls to be able to assure the Board that the Charity's financial integrity is sound
- Ensure that the annual accounts are independently examined by qualified accountants (we currently use Bevan and Buckland) and that any recommendations that they make are discussed by the Board and implemented, if accepted.
- Liaise with the accountants to present the accounts at the Annual General Meeting, drawing attention to important points, either in a written report or verbally
- Ensure that the accounts are prepared and disclosed in the form required by relevant funders and statutory bodies (including the Charity Commission and Companies House), liaising closely with the Chair and Development Manager
- Monitor the Charity's investment activity (if any) and ensure its investment policy is consistent with the Charity's policies, aims, objectives and legal responsibilities
- Keep informed and up-to-date on charity and financial legislation and guidelines.
- Develop an open but professional relationship with the Development Manager within which each can speak openly about concerns, worries and challenges