**TREASURER – SPIRIT OF NORMANDY TRUST**

**ROLE PROFILE**

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| **The Trust** | The Spirit of Normandy Trust was established in 1994 by General Peter Martin, a veteran of the Normandy Campaign. The Trust has two charitable purposes:   * providing welfare support for veterans of D Day and the Normandy Campaign; * perpetuating the memory of D Day and the Normandy Campaign.   The Trust achieves its purposes by:   * working with other charities including SSAFA and Blind Veterans UK to identify welfare needs of veterans and fund solution to the identified needs; * arranging periodic reunion activities and pilgrimage visits to Normandy for veterans to provide opportunities for them to meet together, which contributes to their mental wellbeing; * working in partnership with the Young Historians Project to run an annual competition for schools focussing on World War 2 in general and Normandy in particular, providing cash prizes for the best entries by pupils and schools; * maintaining monuments at Colleville Montgomery in Normandy and the National Memorial Arboretum at Alrewas; * arranging an annual “Normandy” plot at the Field of Remembrance in Westminster; * other such roles and tasks that are considered to contribute to its charitable purposes. |
| **The Role** | The Treasurer shall be a Trustee, sharing the responsibilities of the Board of Trustees, particularly in relation to Finance and Charity Commission requirements and shall include the following:   * the creation and subsequent monitoring of a simple budget ensuring adequate financial resources are available; * managing the cash flow; * Oversight of delegated expenditure by Trustees * the maintenance of accounting records; * making payments from the various Trust Bank Accounts ensuring all are suitably authorised and supported by evidence of expenditure; * ensuring that all donations and other receipts are recorded and banked without delay; * the completion of monthly bank reconciliation statements; * working with the appointed Accountants for the Trust, the preparation of the annual financial return for the Charity Commission; * the preparation of quarterly income and expenditure reports for consideration by the Trustees; * advising the Trustees on the appropriate allocation and disbursement of Trust funds, ensuring that expenditure is in accordance with the Trust’s charitable purposes; * monitoring the Trust’s investments to ensure that such investments are performing satisfactorily and adequate reserves are maintained; * attendance at Trustee meetings to provide information, advice and guidance as required; * Other such duties as shall, from time to time, be necessary to maintain the fiscal integrity of the Trust |
| **Responsible to:** | The Chairman and Trustees of the Spirit of Normandy Trust. |
| **Terms of appointment** | The Treasurer shall be appointed by the Board of Trustees. The role shall be subject to bi-annual review and reappointment. |
| **Financial benefits** | The role is a voluntary role for which no salary or retainer is paid. Reasonable expenses incurred as part of undertaking the role will be paid. |

**Experience and** Whilst formal accounting qualifications would be an advantage, they are not

**Qualifications** vital to the role. A sound knowledge of financial management and competence

in the use of spreadsheets is essential.