**TREASURER – SPIRIT OF NORMANDY TRUST**

**ROLE PROFILE**

|  |  |
| --- | --- |
| **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.