



HACKNEY SEND

PARENT CARER FORUM

Treasurer Role

Purpose of the Role

The Treasurer operates within the hosted governance framework of the HSPCF, with legal and financial accountability resting with the Host Organisation in accordance with the Hosting Agreement.

The Treasurer oversees the financial management of the forum, ensuring transparency, accountability, and compliance with funding requirements, so the forum can operate effectively and sustainably in support of families of children and young people with SEND.

Key Responsibilities

1. Financial Oversight

- Monitor and review the forum's finances on a regular basis in partnership with the Host Organisation.
- Maintain clear and accurate financial records.
- Ensure financial decisions are made in line with the forum's aims and any funding agreements.

2. Budgeting and Planning

- Prepare the annual budget in collaboration with the forum's leadership.
- Monitor income and expenditure against the budget.
- Support grant applications and funding bids with relevant financial information.

3. Reporting and Accountability

- Provide regular financial updates to the Steering Group or Committee.
- Supports the preparation of end-of-year financial reports for members and funders, working with the Host Organisation where required (e.g., local authority).
- Ensure the forum meets its financial reporting obligations.

4. Payments and Banking

- Liaise with the Host Organisation, regarding payments, reimbursements, and financial administration.
- Review financial records and reports provided by the Host Organisation.
- Monitor income and expenditure and report any concerns to the Steering Group.
- Support good financial oversight of the Forum's funds.

5. Compliance and Governance

- Ensure the forum complies with any financial conditions set by funders (e.g., Department for Education, local authority).
- Support the forum in adhering to good financial governance and safeguarding practices.

6. Working with Others

- Liaise with the Finance Subgroup (if applicable), Chair, and other Steering Group members.
- Provide financial information to external stakeholders as needed (e.g., for grant monitoring).
- Support training or induction of new Steering Group members on financial matters, if needed.

7. Skills and Experience

- Experience with basic bookkeeping or financial management (professional finance experience is helpful but not always required).
- Good numeracy and attention to detail.
- Organised and reliable, with the ability to manage deadlines.
- Comfortable using spreadsheets and/or simple accounting software.
- Understanding of (or willingness to learn about) the SEND landscape and parent carer forums.

8. Time, Commitment and Term

- The role of Treasurer is voluntary. It is estimated to require an average of 3-5 hours per week, with additional time during budgeting or reporting periods.
- Attendance at regular forum meetings (termly or as required by the forum).

Review of Role Description

The Steering Group will periodically review this job description to ensure it remains accurate and reflects the needs of Hackney SEND Parent Carer Forum.