

BSACI Honorary Treasurer Job Description

The role of the BSACI Treasurer (also known as Director/Trustee and Honorary Officer) is responsible for the financial affairs of the Society.

The Treasurer's role is to ensure the Society carries out its financial obligations legally and remains financially viable and ensures appropriate financial records and procedures are maintained. Together with the other elected trustees, they will exercise the statutory responsibilities required of all charity trustees relating to good governance. The essentials of what it means to be a trustee can be found [here](#).

He/she will be responsible for monitoring the financial health of the organisation and guiding the Board of Trustees on issues related to financial compliance and risk.

The main responsibilities of the Treasurer are:

- To ensure that the organisation complies with its governing document, Charities Statement of Recommended Practice (SORP), charity law, company law and any other relevant legislation or regulations.
- To monitor the financial administration of the BSACI and report to the Board of Trustees on the robustness of management accounts and budgeting.
- To ensure that the BSACI pursues its objects as defined in its governing documents.
- To ensure the BSACI applies its resources exclusively in pursuance of its objects and not on activities which are outside of its objects.
- As a trustee, to actively contribute to the role of trustee by giving firm strategic direction (financial and non-financial) to the BSACI Board of Trustees and BSACI Council and by policy setting with trustees. Other aspects include;
 - Leading on strategic discussions
 - Focusing on key issues which affect the society and allergy community as a whole
 - Provide guidance on new initiatives.
- To safeguard the name of the BSACI and its values.
- To ensure the effective and efficient finances of the charity are implemented by reviewing quarterly financial reports and variances with the BSACI Chief Executive Officer.
- To ensure the overall financial stability of the BSACI by ensuring that all business proposals are costed out appropriately and generate income for the society.
- Working with the investment manager, manage the BSACI investment portfolio to ensure the strategic aims are reflective of the needs of the Society.

- Ensuring there are no conflicts of interest regarding our investments held and the aims and objects of the society.
- To keep up to date with developments relating the Journal (CEA) in particular its financial status, as the royalty income makes up a significant percentage of the total income to BSACI and re-negotiating the contract with the publishers of CEA (Wiley-Blackwell) every 5 years.
- Ensure the annual accounts are prepared and disclosed in the form which is required by the Charity Commission and Companies House and are presented at the AGM each year
- Be confident that the financial resources of the society meet its present and future needs.
- Ensuring that the BSACI has appropriate reserves policy in place.

In addition to the above duties the Treasurer/Trustee will be expected to attend monthly trustee meetings (2 hour, remotely each month), three council meetings each year, the BSACI Annual Conference and present the 'Finance Report' at the AGM.

This is a three-year term with the option of being voted in for a consecutive second term.

Suggest it would be helpful to the Treasurer to join the [Honorary Treasurers Forum](#).

Reviewed February 2026