

Honorary Treasurer and Chair of Finance Committee job description



Final copy

Date	26 November 2026 (Member Forum)
Duration of position	A maximum of 4 years

Overall purpose Trustee and Honorary Treasurer

The Honorary Treasurer ('Treasurer'), a Trustee and Director of the Physiological Society ('the Society'), as well as fulfilling the duties of a Trustee, has specific designated responsibility to monitor the financial administration and risk of the Society and report to the Board of Trustees ('Board') at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing documents and legal requirements. The Treasurer works in close co-operation with the Chief Executive and the Director of Js2, the Society's outsourced accountancy firm. The Treasurer is Chair of the Finance Committee.

While the Treasurer has a specific role and responsibilities delegated to them, all Trustees, not just the Treasurer, are responsible for the charity's finances and should be able to understand, consider and comment on financial information.

The Chair is responsible for providing support and direction to Finance Committee in line with the Committee's Terms of Reference, the Society's policies and strategic direction agreed by the Board and the Society's charitable objects. The Treasurer is appointed at the Member Forum. The term of office is four years; the Committee usually meets four times per year, and the Board meets four times per year.

Committee chairs are responsible for facilitating committee meetings and reporting the committee's findings to the Board. A willingness and ability to devote the necessary time commitment, to both Committee and Board business, and to respond to tight deadlines where necessary is a key requirement of this role.

Scope and Boundaries of the Role

The Honorary Treasurer has a governance and oversight role and is not involved in the day-to-day financial or operational management of the Society. Day-to-day financial and administrative responsibilities are delegated to the Chief Executive and the Society's professional staff and advisers.

Honorary Treasurer and Chair of Finance Committee – Specific duties and responsibilities

- Chair the Finance Committee in line with its Terms of Reference and delegated responsibility, which undertakes objective scrutiny of the Society's financial performance and investment function to ensure that resources are being effectively used and that cost improvement is achieved, and report back to the Board;
- be assured that the Society is viable, and the financial resources of the Society meet its present and future needs;
- ensure that the Society's financial interests are considered in all Board discussions;
- ensure that Trustees are informed about their financial duties and responsibilities;
- be assured that the Society complies with all relevant legislation;

- in conjunction with the Chief Executive, provides informed but objective advice to the Board on all matters involving finance, in particular:
 - the short and long-term financial health of the Society;
 - the approval of the budgets and annual financial accounts;
 - the effectiveness of the organisation's use of assets, particularly the reserves and investment policies and property strategy.
- be assured that appropriate accounting procedures and controls are in place;
- ensure that the accounts are audited in accordance with the regulations and that any recommendations are acted on;
- present the annual audited accounts at the Member Forum drawing attention to salient financial points;
- ensure that the Society has an appropriate Reserves Policy;
- be assured that the Society's has an appropriate Risk Policy and oversee the risk register;
- act as a counter signatory as set out in the financial delegations

The Treasurer will also be an *ex-officio* Trustee member of the Publications and Remunerations Committees of the Society.

Trustee role: Scope and Boundaries of the Role

In addition to meeting the requirements for the Honorary Treasurer role, the individual should be able to demonstrate competence and suitability to serve as a Trustee.

Trustees of the Physiological Society oversee the strategic management and governance of the organisation. Trustees are legally responsible for governing the Society for the benefit of its members, both currently and in the future. They must act collectively, in the Society's best interest, and have a duty of care to ensure it is managed properly and sustainably.

The administration and management are delegated to the Chief Executive who provides leadership to the charity and acts within the strategic policy and delegated authority framework laid down by the Board of Trustees. However, all Trustees are expected to:

- set and oversee the strategic direction of the Society in furtherance of its Charitable objectives, Vision and Mission;
- ensure the outputs of the Society are pertinent to the pursuit of its charitable purposes and for the public benefit;
- establish and conduct good Governance to ensure compliance with the Articles of Association, Regulations, Charity and Company Law;
- ensure the Society's resources are managed responsibly to maintain the financial stability and sustainability of the Society;
- exercise due diligence and prudence in decision-making to uphold the charity's best interests;
- collective decision-making and acting together as a Board and sharing responsibility for all decisions;
- act as an ambassador for the Society, safeguarding its good name and values;
- stay abreast of changes in the Society's operating environment;
- contribute to regular reviews of the Society's own governance;
- attend Board meetings adequately prepared to contribute to discussions;
- use independent judgment, acting legally and in good faith to promote and protect the Society's interests, to the exclusion of their own personal and/or any third party interests;
- ensure that the Society promotes equity, diversity and inclusion for all its stakeholders;
- take appropriate professional advice in all matters where there may be a material risk to the charity or where trustees may be in breach of their duties;

- maintain the confidentiality of all sensitive / confidential information received in the course of a Trustee's responsibilities.

In addition to compliance with statutory duties, every Trustee should use their specific skills, knowledge, or experience to help the Board of Trustees reach sound decisions.

Skills, knowledge and experience

- excellent overview of key areas of and developments in physiology;
- inspirational leadership and strategic vision;
- financial experience and acumen;
- some experience of charity finance, or a broad understanding;
- skills to analyse proposals and examine their financial consequences;
- excellent facilitation skills;
- strong organisational skills and proficiency at chairing meetings including excellent time management and the ability to encourage equal contribution;
- strong interpersonal and communication skills including being an active listener with the ability to summarise discussions concisely.

Personal qualities

- Should be aligned with the [Society's values](#):
 - Act with integrity and respect
 - Inspire and empower others
 - Embrace collaboration and diversity
- Therefore they need to possess (a)n:
 - very high level of credibility within the physiology community;
 - ability to act with impartiality, tact and diplomacy while being decisive;
 - ability to give considered, objective opinions and a willingness to constructively challenge where necessary;
 - ability to think creatively and strategically;
 - willingness to act in the best interest of the Society and to separate any secondary role on the Board from their primary duties as a Trustee where necessary;
 - ability to work effectively as a member of a team and foster a collaborative environment;
 - sufficient time and commitment to fulfil the role, including permission from their institution.

Equity, Diversity and Inclusion (EDI) Statement:

We are committed to actively promoting equity, diversity and inclusivity. To this end we would welcome approaches from individuals from underrepresented groups, including minoritised communities and applicants with a disability to better reflect the community we support and help broaden our perspectives.