Role Description for Treasurer

Term of Office: Three years, or such lesser period as the Council may in individual cases determine. The Treasurer may hold the office for not more than three periods of three years, determined by their term of appointment to Council. The terms of appointment as Treasurer are governed by Ordinance 4.

Time commitment: This is estimated to average around two full time equivalent days per month. The role may require daytime and evening commitments.

Appointment: By Council on the recommendation of the Nominations Committee, from amongst the External members of Council.

Purpose of the role

The role of Treasurer is to lead the work of the Audit and Risk Management Committee of Council in providing oversight on behalf of Council of the effectiveness of the University’s financial and other internal control systems, ensuring its sustainability and the maintenance of proper financial records and procedures, and of the University’s risk management framework and activity.

Key responsibilities

1. In conjunction with the University’s senior staff, including the Vice-Chancellor, Registrar and Secretary, Director of Finance and the Head of Internal Audit, to take a lead on the governance oversight of risk management, financial and other internal controls and governance activities that provide for the monitoring of the financial performance and sustainability of the University and the monitoring and management of risk, with a view to safeguarding the University’s interests, reputation and assets.

2. To chair the meetings of the Audit and Risk Management Committee as the principal Committee of Council with delegated authority for oversight of the University’s finances and assets, internal control systems and risk management activities, responding to risk factors on behalf of Audit and Risk Management Committee where required.

3. In liaison with the Director of Finance, the Head of Internal Audit, the External Auditor, and the Secretary to set the agendas for the Audit and Risk Management Committee.

4. To comment on the accuracy of minutes drafted by the Secretary prior to formal approval by the Audit and Risk Management Committee, and to approve the termly reports from the Audit and Risk Management Committee to Council.

5. To sign off and present to Council the Annual Report of the Audit and Risk Management Committee produced on behalf of the Audit and Risk Management Committee; and

6. To present to Council any matters and papers recommended by the Audit and Risk Management Committee, and to take Chair’s action as required on behalf of the Committee in the capacity as Chair of the Audit and Risk Management Committee.

7. To attend selected University Graduation ceremonies.
Personal experience and attributes

1. A strong personal commitment to higher education and the values of the University of Essex.

2. Relevant professional expertise and knowledge in matters relevant to the successful operation of a large, complex and diverse organisation, in particular experience in corporate governance, finance, taxation and/or risk management or other relevant area of professional expertise.

3. Experience of leading organisations and chairing meetings, bringing matters for consideration to a satisfactory conclusion.

4. An understanding of corporate governance and an awareness of the modern regulatory environment within which publicly funded organisations operate.

5. An empathy with the interests and ambitions of the staff, students and alumni for the success of the University.


7. Networking, influencing and advocacy skills.

8. A demonstrable commitment to equality and diversity.

9. An ability to establish effective working relationships with a diverse range of people.