

JOB DESCRIPTION:

TREASURER & CHAIR OF THE FINANCE COMMITTEE

Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Main Responsibilities of Trustees

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To determine the overall direction and development of the charity through good governance and a clear strategy.

Main Duties of the Treasurer

- Advise Trustees on all financial matters, particularly regulatory compliance.
- Arrange the compilation and agreement of the annual review and the annual report of accounts by the independent examiner.
- Maintain budgetary oversight with CEO.
- Work with the Finance Officer to produce quarterly management accounts for the Board, advise fellow Trustees on a regular basis of the financial status of the charity and where necessary recommend action.
- Ensure the charity complies with legislative and regulatory requirements with regards to financial matters, and acts within the confines of its governing document and in furtherance of organisational activities contained therein.
- Act in the best interest of the charity, our beneficiaries and future beneficiaries at all times.
- Promote and develop the charity in order for it to grow and maintain its relevance to society.
- Maintain sound financial management of the charity's resources, ensuring expenditure is in line with the agreed budget and investment activities meet accepted standards and policies.
- Attend meetings, to be agreed, with the CEO and Finance Office in order to oversee, guide the production of budgets, management accounts and financial statements.
- Chair the Finance Committee in line with the terms of reference and recommend and report findings /developments to the Board of Trustees.
- Deliver finance report at AGM.
- Act as a counter-signatory on charity cheques and any applications for funds, if appropriate.
- Ensure the effective and efficient administration of the charity and its resources, striving for best practice in good governance.

- Maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

Person specification

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.

Financial qualifications and experience

- Qualified accountant with experience of financial control and budgeting at a senior level.
- Ideally some experience of charity finance, fundraising and pension schemes.
- The skills to analyse proposals and examine their financial consequences.
- Preparedness to make unpopular recommendations to the board.
- Willingness to be available to the CEO and Finance Officer for advice and enquiries on an ad hoc basis.
- Experience of Sage accounting.

Expectations

The Treasurer would be expected to serve on the Board for a minimum of three years. There are 4 Board meetings a year, held usually in London, lasting a full day. Additionally, there are quarterly finance meetings of the Finance Sub Committee, held on-line. These usually take place weekday evenings.

Accountable to:

As the Board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members and the Charity Commission.

Applications by CV and letter to: jane.powell@stamma.org. If you want to talk through the post beforehand, then please drop me an email and I'll set up a time for you to talk with myself, the Chair of the Board, Tim Fell, or with James Smith.

Deadline: 16th December

Interviews: early January.