



Job Title: Treasurer
Service/Division: Board of Trustees
Reporting to: Chair of the Board of Trustees
Location: London

*This post is open to **female applicants only** as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds, including those with disabilities, BAME and LBT communities.

Job Summary

Our vision is a world where women and girls lead safe, just and equal lives.

We are a women's organisation, delivering systems change and trauma and gender-informed community-based support for women and girls affected by domestic abuse, including those in contact with the criminal justice system.

We work nationally through our innovative, best-practice approaches and systems change initiatives. We deliver wraparound frontline services across the South and East of England, including Greater London.

Our expertise lies in decades of providing specialist support by women and for women and girls, to achieve safety, justice and equality at the intersection of domestic abuse and the criminal justice system.

Advance's Strategy 2023 – 2026 is based on our Theory of Change that to achieve safety and justice, women and girls need:

- Strengths and resources: through activities focused on their needs of safety, health, economic, education, family, community, self-esteem, self-efficacy, aspirations.

- Voices and influence: through centring women's voices and lived experiences and inclusion in social action, representation, decision-making.

- Systems change: through an intersectional approach of raising awareness and campaigning to change social norms, including men and boys, the community, professionals, government policies and laws.

Our whole-system approach is aligned with our values of collaboration and innovation, partnering with other statutory and non-statutory providers, to deliver a coordinated community and gendered response, improving access to services across the whole system, enabling consistency and continuity of support throughout a woman's journey.

Through our advocacy and awareness-raising work, we focus on systemic change and sustainable impact to meet women's needs and improve outcomes for them.

We have an experienced, committed and fully inclusive Board of Trustees.



Role Description (in addition to that of a Trustee – see below)

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

Advance's income is approx. £8.5m per year and we employ 160 staff. We have 7 women's centres throughout London and the South East of England.

Principal responsibilities:

- Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Chief Executive
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charity's objects
- Being instrumental in the development and implementation of appropriate financial, reserves and investment policies

Main duties:

- Liaising with the Chief Executive and Finance & Operations Director about financial matters
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Attending and working closely with the People, Finance and Operations committee
- Liaising with the charity's auditors where appropriate
- Liaising with the Chief Executive to ensure that the charity's annual accounts are compliant with the current Charities SORP
- Ensuring equipment and assets are adequately maintained and insured
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Treasurer will be expected to perform all such additional duties as are reasonably commensurate with the role.

Treasurer Person Specification

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

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.



Remuneration

The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Time commitment:

5 Board meetings per year, plus attending the People, Finance & Operations Committee (4 meetings per year)

Terms

The Treasurer will serve a three-year term to be eligible for re-appointment.

PERSON SPECIFICATION:

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
Commitment to the organisation and a willingness to devote the necessary time and effort	
Ideally you will hold a UK accredited financial qualification	
Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind	
Willingness to be available to staff for advice and enquiries on an ad hoc basis	
Good, independent judgement and strategic vision	
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	
An ability to work effectively as a member of a team	
An understanding of the respective roles of the Chair, Trustees and Chief Executive	
EXPERIENCE	
Successful experience of operating within a board in a charitable, public sector or commercial organisation	
Successful experience of senior leadership in a Finance function	
Experience of mentoring / building teams in a Finance function	
Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives	

A proven track record of sound judgement and effective decision making	
A history of impartiality, fairness and the ability to respect confidences	
A track record of commitment to promoting equality and diversity	

General Information

Performance and Quality: Ensure all work undertaken is aligned to the service/division’s annual plan and that all policies, processes and guidance notes are up to date and in line with best practice/current legislation.

Policies and procedure: Ensure the effective implementation of Advance’s Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of Advance.

Equality and diversity: Advance aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The postholder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Confidentiality: The post holder must ensure that any information relating to employees, service users, and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

Advance is committed to safeguarding and creating a culture of zero-tolerance of harm and expects all staff, including volunteers to share this commitment. We believe all individuals have the right to live their life free from violence and abuse and the right to feel and be safe. We have a suite of safeguarding policies, procedures and practice guidance, accessible to all staff, which promotes safeguarding and safer working practices across all our services and activities. When we recruit staff, we follow rigorous safer recruitment practices, this involves carrying out pre-employment checks including references, Disclosure and Barring Service (DBS) checks, and identity checks. We ensure all staff undertake mandatory safeguarding training relevant to their role and responsibilities, to empower them to be competent and feel confident in recognising and responding appropriately to safeguarding issues and promote wellbeing.