

## Charity Trustee (Treasurer)

<b>Remuneration</b>	The role of Trustee and Board member is unpaid. Reasonable expenses will be reimbursed.
<b>Location</b>	Fivefields, 8-10 Grosvenor Gardens, London SW1W 0DH/online
<b>Time Commitment</b>	4 Board meetings (in-person) per year plus. Trustees may also be asked represent the Charity at various events and meetings with key stakeholders and staff. The post holder will need to meet regularly with the Finance Manager (typically monthly), review the annual budget and annual accounts, and support with other finance projects as required.
<b>Reporting to</b>	Board of Trustees

## The Role

We are seeking a dynamic and passionate individual with a background in finance to join our Board of Trustees as Treasurer.

### Role Summary

Our treasurer will

- Monitor the financial standing of the charity on a regular basis and report to the Board regarding cash-flow forecasting, income streams, expenses and the overarching strategic management of the charity's financial resources.
- Oversee the charity's financial risk-management process and report on its financial health to the board of trustees at regular intervals.
- Act as an authorised signatory on all bank accounts and have ultimate responsibility for ensuring the timely submission of the annual return and accounts to relevant bodies.
- Ensure that the charity's finances are responsibly managed and invested for the betterment of the charity's work and for the families it serves.

### Main Responsibilities

#### Finance

##### Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.

### Management Reporting

- Ensure a high standard of management accounting is maintained.
- Liaise with the Finance Manager to ensure management accounts are produced each month.

### Statutory Financial Reporting

- Liaise with the Finance Manager to ensure timely production of the annual reports & accounts.
- Guide and advise fellow trustees to formally approve the annual report and accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

### Policies

- Develop and maintain appropriate finance-related policies.
- Keep the board informed of free reserves position and be proactive in providing advice in relation to changes in the financial climate.

## **Governance**

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Advise on the financial implications of the charity's strategic plans and oversee the charity's financial risk-management process.
- Lead in the development and implementation of relevant financial policies.

## **Person Specification**

### Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills
- Ability to meet the time commitment of the trustee / treasurer role

### Desirable

- Demonstrate knowledge and experience of charity fundraising and finance practices, especially the management of restricted/unrestricted funds
- Knowledge of charity SORP and impending changes.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

## Supporting Information

### Trustees

Trustees are responsible for the effective governance of the charity. They work closely with the CEO and the senior management team to ensure that Doorstep Library is delivering its mission in a cost effective and efficient manner. As we grow, our board of trustees will help us build our reputation as a charity uniquely placed to be part of the drive for improved literacy and life chances in some of the most deprived areas in London, and potentially across the UK.

### Why Doorstep Library is important

How well you read has a direct bearing on how well you do in life. For various reasons, children coming from under-resourced areas are less likely to have books, less likely to read with their parents and less likely to read for pleasure. Not only are they more likely to fall behind in their studies as a result, but they also fall behind in their lives. Amongst developed nations, it is the UK that shows the clearest link between poor literacy and unemployment. For most youngsters there is no way back, because much of what support there is doesn't reach its target. We leave our most vulnerable children behind.

The pandemic has deprived so many children, like those living in the communities we work with, of many months of education. They need sustained educational support now more than ever and we want to expand our reach to work with as many of these children as possible.

### What we do

"Words take you places" is the central belief behind everything we do at Doorstep Library. We are dedicated to bringing the gift of books and the joy of reading into the homes of families across London, reading with them and their children to inspire a love of books, of stories and storytelling, and to instil a lifelong passion for reading.

Equipped with a reading stool and a supply of books, our volunteers are right on the doorstep, ready to use books to fuel children's natural love of stories, fire their imaginations, and encourage their appreciation of reading. Our goal is using the power of a love of reading to help each child develop the self-confidence and essential skills they need to access all the opportunities that will come their way in life. Whether in person, or online, we are there to support children and families who need us most.

Now in our 14th year we have now expanded into 5 London boroughs and consolidated our Online Reading Corner (borne out of the pandemic), using technology to bring our unique service to even more children and families.

We have been fighting inequality in education since 2010 and have brought the magic and benefits of reading to more than 2,000 children. Today we are a registered charitable incorporated organisation (CIO) with 10 full-time and 7? part-time employees and more than 170 volunteers.

### Our Future

Doorstep Library has ambitious plans to scale up our work. In order to do this we need to raise more funds by diversifying our funding base, recruiting and training more volunteers. We have, in the last 12 months, streamlined our organisation, and working on improving the structures and procedures we have in place to increase our reach and impact.

Our work goes beyond the page. We empower families to become involved in their child's reading, helping them to develop their confidence in their own skills, whilst building trust. We use the magic of books and reading to bring people together, share stories and connect with their communities. All of these many transformational opportunities may be lost without the proactive intervention of Doorstep Library.

## Application Process

Please email your CV and a covering letter explaining why you wish to join us as Treasurer and how your skills and experience align with the role and responsibilities described.

Email to

[sandy@doorsteplibrary.org.uk](mailto:sandy@doorsteplibrary.org.uk)

Please put TREASURER APPLICATION in the subject box

**Closing date for applications is September 30<sup>th</sup>. We will be actively interviewing.**