



Treasurer Role Description

EnhanceAble is a medium-sized charity in the social care sector. We have a turn over of circa. £2 million per annum. We have a Board of Trustees, and a Senior Management Team (SMT) consisting of our Chief Executive, Deputy Chief Executive, Head of Finance and HR Manager.

EnhanceAble's mission is to impact positively on the lives of local disabled people and their families through the provision of excellent social care. We pride ourselves on going the extra mile in provision of service and placing our customers at the centre of our work.

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of EnhanceAble's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and, along with the Head of Finance, reports to the Board at regular intervals about the financial health of the organisation.

Treasurer role

- Working with the Head of Finance on the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring, at a board level, that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with the Chief Executive and Head of Finance.
- Being knowledgeable of the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised.
- Working with the Head of Finance to oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.

What we are looking for

- A finance professional. A knowledge of charity finance is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with the ability to balance risk and opportunity.
- Clear communicator with the ability to bring financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees:

Responsibilities of all trustees

- Support and provide advice on EnhanceAble's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee EnhanceAble's financial plans and budgets and monitor and evaluate progress.
- Quality assures the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve EnhanceAble's financial statements.
- Provide support and challenge to EnhanceAble's CEO and Head of Finance in the exercise of their delegated authority and affairs.
- Keep abreast of changes in EnhanceAble's operating environment.
- Contribute to regular reviews of EnhanceAble's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgement, acting legally and in good faith to promote and protect EnhanceAble's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of EnhanceAble's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Attributes and qualities

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in

discussion.

- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our charity values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of appointment

Terms of office

- Trustees are appointed for a 3 year term of office, renewal for 3 further terms to a maximum of 12 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time Commitment (Estimated at 10 hours per month)

- Attending 4 Board meetings annually. Currently meetings are held in person at our head office KT1 2TW
- Monthly scheduled meeting with the Head of Finance with flexibility to respond swiftly to the occasional ad hoc issue. Other members of the senior management team will join some of these meetings.
- Attending a number of training and strategy sessions plus some events.