

Role Description & Skills Specification for Treasurer (trustee) for Home-Start Surrey Heath



Our trustees are a collective body, with everyone equally responsible for all aspects of governance of our organisation. The following are the expectations of all trustees, plus for this role, a strategic focus on the organisations' finances and financial management.

The Treasurer works closely with the Chair, the Manager and Administrator and leads liaison with the External Examiner.

General duties of all trustees

- Ensuring that our organisation pursues its stated objects (its purposes), as defined in our governing document, by developing and agreeing a long-term strategy
- Ensuring that our organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that our organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Ensuring that our organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of our organisation, our people and our beneficiaries
- Ensuring the effective and efficient administration of our organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of our organisation
- Protecting and managing the property of our charity and ensuring the proper investment of the charity's funds
- Having clarity on the difference between strategic governance functions for trustees and operational management functions for employees
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of our employees
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Application of the "Nolan Committee's seven principles of public life": selflessness, integrity, objectivity, accountability, openness, honesty and leadership <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

In addition to these duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, and other issues in which you may have particular expertise.

Specific duties of our Treasurer

- Working with the Administrator and Manager, preparing and producing Management Accounts in a timely manner for Board meetings
- With the Administrator, ensuring that invoices, etc., are correct, and then paid according to the organisation's finance policy
- Acting as one of the people authorised to access online banking
- Acting as a counter-signatory on applications to funders
- Monitoring the financial standing of the charity and reporting to the Board about cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources
- Ensuring payroll, pensions, PAYE, NI, Gift Aid and associated systems are being administered correctly, and advising as necessary
- Overseeing the charity's financial risk-management process and reporting on financial health to the Board of trustees at regular intervals
- Explaining financial technicalities of Management and Annual Accounts in plain language which is fully understood by all trustees
- Overseeing planning/budgeting processes in participation with the Board and constructively challenging where required
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process
- Leading in the development and implementation of financial Reserves, cost management and investment policies
- Liaising with the External Examiner, in particular for the end-of-year Examination
- Advising the Board on appointment and review of the External Examiner on an annual basis
- Guiding and advising fellow trustees to present, and asking Members to formally approve, the Trustees' Annual Report and Examined Accounts
- Ensuring that the organisation's Annual Accounts are submitted to all relevant regulators in a timely fashion

Skills specification for our Treasurer

It is recognised that this role, as all trustees, is voluntary and that our employees and other trustees will provide support, assistance and resources as are available to enable you to utilise your best endeavours to carry out these duties within those resources.

Here is some of what we would expect from our trustees. We know that you may also need training and support from employees, from other trustees and from external organisations, and that that will be forthcoming, as necessary, to build on any area.

- Understanding of the needs of our beneficiaries is desirable; an empathy with them is important

- Clear commitment to equity, diversity and inclusion, valuing differences to make better decisions and deliver better outcomes
- Experience and knowledge of managing finances
- A recognised financial and/or accounting qualification would be highly beneficial but is not a prerequisite
- Familiarity with the Xero accounting software package will be highly advantageous
- Experience and knowledge of current practice relevant to voluntary and community groups, charities or SME finance would be useful but not a prerequisite
- Ability to communicate financial information clearly, especially to other trustees whose in-depth financial knowledge may be less than yours
- Strategic vision; good, independent judgement; ability to think creatively, tempered by pragmatism and reality
- Skills to analyse proposals, examine their strategic financial consequences and make concise recommendations as part of the trustees' team
- Ability to cooperatively work with the team of trustees, bringing impartiality and objectivity to decision-making
- Skills and ability to listen, even to dissenting views
- Willingness to speak your mind and to challenge other trustees and employees with good intent; able to make unpopular recommendations to the Board, if necessary
- Secure personal access to digital communication and able to competently use those resources
- Commitment to the organisation; willingness and ability to devote the necessary time & effort, and maintain that for a period of office of a minimum of three years
- Willingness to undertake appropriate training, including that provided by Home-Start Surrey Heath and Home-Start UK
- Experience of committee work, with an understanding of the role of the Treasurer in effective (charity or corporate) governance, would be highly-valued
- Willingness to be available to employees and volunteers with financial responsibilities on a scheduled or ad-hoc basis to provide advice and answer enquiries
- Having appropriate personal and professional contacts & networks, with willingness to draw on those as needed

Location & time commitment

The Board meets six times per annum on the 2nd Monday of alternative months (January, March, May, July, September, November [AGM]), at 12:30 at the Home-Start Surrey Heath offices in Camberley AND via Zoom. Meetings last 1½ hours.

We prefer our Treasurer to endeavour to attend these hybrid Board meetings face-to-face whenever possible, but as long as oversight of our financial management is maintained, attendance can be via Zoom.

We ask for you to dedicate up to 10 hours per month to the role, although that will vary throughout the year, increasing at Year End and AGM. That time includes preparation for and attendance at Board meetings. Much of your role can be carried out online and by phone/video, as well as some meetings with our Administrator & Manager face-to-face.

It should be noted that the focus of this role is strategic and you will not be managing the organisation on a day-to-day basis; however, regular contact and liaison with the Chair and Manager is expected.

This is a voluntary position, with reasonable reimbursement of agreed expenses, if needed.

Home-Start Surrey Heath is an independent local charity, governed by our trustees and managed by our employees, and a member of the national federation of Home-Start.

About us <https://home-startsurreyheath.org.uk/about-us/>

Charity Commission information about our organisation <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4021050>

To find out more, book an informal chat with Mike Allen, Chair of the Board of trustees, please go to https://calendly.com/trustee_recruitment/discussion