

Volunteer Role Description

KPA Treasurer

Trustee and Committee Member



GSTTKPA

Guy's & St. Thomas'
Kidney Patients Association

Guy's and St Thomas' Kidney Patients Association (GSTTKPA) is a registered charity founded in 1980 which aims to support kidney patients and kidney research at Guy's and St Thomas' Hospital and the Evelina London Children's Hospital. Guy's and St Thomas' NHS Foundation Trust is a centre of excellence for the treatment of kidney disease. The kidney services treat adults and children living in South East London and the surrounding areas.

KPA activities:

GSTTKPA helps patients by for example funding grants for social events in the dialysis units, funding attendance at the Transplant Games, providing grants to support kidney research activities at the Hospital and promoting organ donation.

Membership of the KPA:

All Guy's & St Thomas' kidney patients, families, carers and kidney staff are members. Young kidney patients treated by Evelina London at St Thomas' are also supported by and involved in the KPA.

The KPA Trustee and Committee meetings:

The KPA meets ten times a year. There are five Trustee meetings, four Committee meetings and the Annual General Meeting (in November each year). Meetings take place either on-line or in person at Guy's Hospital. The Trustees and committee members should include representatives from patients, parents of young kidney patients and kidney staff.

Role of the Treasurer:

The Treasurer is a key role supporting Trustees and Committee Members by ensuring the finances of the KPA are properly managed in line with Charity Commission reporting, accounting and financial governance requirements.

Election and Term of the Treasurer:

The Trustees will elect the Treasurer in line with the KPA's Articles of Association and they will be voted in by the Members at the AGM. The Treasurer may serve for 3 years and can be re-elected for further terms at the AGM.

Key Duties of the Treasurer:

- Advise and support the Trustees and committee members to maintain the financial stability and security of the KPA finances, highlighting concerns to Trustees on a timely basis.
- Maintain the accounts of the charity in line with charity accounting standards producing regular reports for Trustees on the financial position, performance against budget and forecast of the charity.
- Ensure that proper accounting records are kept by the Charity in line with good practice. This includes ensuring accounting for restricted, designated and unrestricted funds, advising the Trustees how these funds can be committed. The KPA maintains its accounts on an accruals basis, especially important for grant commitments.
- Produce the annual accounts for the KPA, liaising with the Independent Examiner to ensure they are signed off for approval at the AGM. Ensure they are submitted to Companies House and the Charity Commission in line with deadlines.
- Draft the Annual Trustees report with the Annual Accounts – this is finalised by the KPA Chair.
- Produce the annual budget for the KPA for approval by the Trustees.
- Manage the KPA's cash flow, maximising the amount held in the Cash investment account, but ensuring cash is available when required.

- Pay creditors/grants on a timely basis, ensuring they are properly approved before payment.
- Ensure the KPA receives all income due to it and report any issues to Trustees.
- Submit gift aid claims to HMRC at least annually.
- Maintain the KPA Expense Card system, once its implemented
- Ensure that the charity has appropriate procedures in place to maintain financial controls over income, expenditure and grant making. Ensure the KPA has appropriate authorised signatories/online access to third party systems
- Ensuring that the charity has an appropriate investment and reserves policies
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Act responsibly and appropriately as a KPA Trustee by following the key principles as outlined on page 5

Time Commitment:

The role requires a regular time commitment of approximately one day a month, although more may be required to produce the annual accounts. Additionally you will need to attend Trustee/Committee meetings, as appropriate.

Volunteer Status:

All Trustees and Committee members must sign up as Volunteers of Guy's Hospital this includes completing any DBS and training requirements in line with the Trust's standards.

Other requirements:

All Trustees will need to undergo due diligence checks and complete a Trustee eligibility declaration form. Please note that the table that covers the functional requirements for this role is used by the Trust's occupational health services when assessing volunteers for their KPA role. The functional requirement section is currently part of Guy and St. Thomas's Trust requirements. Even though the clinical aspects do not pertain to KPA volunteers the table does cover other key requirements, such as, standing, sitting etc.

Skills, qualities and experience:

Person Specification

| Key Requirements | Essential | Desirable |
|--|-----------|-----------|
| Qualified accountant with experience of financial reporting and experience in budgetary management, ideally in a Charity context | X | |
| Excellent communication skills verbally and in writing | X | |
| Strong presentation skills in order to prepare and present concise, easy to understand reports | X | |
| Commitment, enthusiasm and a good understanding of the challenges and opportunities associated with being a kidney patient. | X | |
| Ability to work independently and as part of a team | X | |
| Excellent time management skills | X | |
| A strong personal commitment to equity, diversity and inclusion | X | |
| Understanding of the need for confidentiality | X | |
| Ability to make decisions for the good of the KPA | X | |
| Willingness to speak one's mind and listen to the views of others | X | |
| Adaptable and willing to learn | X | |
| Awareness of Safeguarding procedures | | X |

FUNCTIONAL REQUIREMENT FORM

Job Title: Treasurer KPA

Ward/Department: GSTT KPA

Recruiting Manager: KPA

Shift Pattern: n/a

Directorate & Site: Renal. At
Guys, St Thomas' and the
community.

Line Manager: KPA

| Requirements | Never | Occasional 0-33% of work time | Frequent 33-66% of work time | Constant 67-100% of work time |
|---|-------|-------------------------------------|------------------------------------|-------------------------------------|
| A. Physical | | | | |
| 1. Sitting | | | X | |
| 2. Standing | | | X | |
| 3. Walking | | | X | |
| 4. Lifting and handling patients | X | | | |
| 5. Lifting and handling objects e.g. boxes | | X | | |
| 6. Push/pull e.g. trolleys | X | | | |
| 7. Bend/squat/crouch/kneel/crawl | X | | | |
| 8. Climb/descend stairs | | X | | |
| 9. Climb ladders/work at height | X | | | |
| 10. Using hands above shoulder height | X | | | |
| 11. Twist/spinal rotation | X | | | |
| 12. Sedentary/ immobile posture | X | | | |
| 13. Reaching forward | X | | | |
| 14. Simple grasping/fine manipulation/ manual dexterity | X | | | |
| 15. Applying hand grip force | X | | | |
| 16. Typing | | X | | |
| 17. Writing | | X | | |
| 18. Operating foot controls | X | | | |
| 19. Repetitive movement | X | | | |
| 20. Work in confined spaces* | X | | | |
| 21. Work within a team | | | | X |
| B. Psychosocial | | | | |
| 1. Repetitive/complex tasks requiring attention to detail | | X | | |
| 2. Ability to concentrate/good memory | | | | X |
| 3. Communication demands (phone/e-mail/face-to-face) | | | | X |
| 4. Night worker | X | | | |
| 5. Rotational shift work | X | | | |
| 6. Requirement to wear personal protective equipment | | X | | |
| 7. Required to deal with distressing/ challenging situations | | | X | |
| 8. Requirement to deal with anxious/aggressive people | | X | | |
| 9. Requirement to work to deadlines | | X | | |
| 10. Requirement to supervise others | | X | | |
| 11. Lone work | | X | | |
| C. Sensory | | | Yes | No |
| 1. Good vision essential (with or without glasses) | | | X | |
| 2. Good colour vision essential | | | | X |
| 3. Good hearing essential (with or without hearing aid(s)) | | | X | |
| D. Additional screening required pre-commencement | | | Yes | No |
| 1. Undertaking exposure prone procedures (EPP)/ Renal Dialysis* | | | | X |
| 2. Food handler* | | | | X |

| | | |
|--|------------|-----------|
| 3. Exposure to chemical hazards e.g. skin and respiratory irritants (please specify) | | x |
| 4. Exposure to physical hazards e.g. vibration, extremes of hot/cold temperature, extreme noise (please specify) | | x |
| 5. Exposure to biological hazards e.g. viruses, bacteria, medical waste, animal handling (please specify) | | x |
| 6. Classified worker under the Ionising Radiation Regulations | | x |
| E. Additional immunity/screening post commencement | Yes | No |
| 1. Contact with/access to patients | x | |
| 2. Contact with/handling clinical specimens | | x |

Principles by which KPA Committee Members and Trustees should conduct themselves

Selflessness

Committee members and trustees should act solely in the interests of KPA members.

Integrity

Committee members and trustees should avoid placing themselves under any obligation to people or organisations that might try to influence them inappropriately. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any conflicting interests.

Respect

Committee members and trustees should respect the views of all KPA members and ensure that all such views are acknowledged and discussed in an open, fair and equitable manner.

Objectivity

Committee members and trustees should act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Committee members and trustees are accountable to KPA members for their decisions and actions.

Openness

Committee members and trustees should act and take decisions in an open and transparent manner and all relevant information should be available to KPA members.

Honesty

Committee members and trustees should be truthful and honest.

Leadership

Committee members and trustees should actively promote and robustly support these principles in all activities related to the KPA.

[Adapted from The Seven Principles of Public Life January 2013]