

Role Description and Person Specification

Treasurer

Accountable to: Chair of the Board of Trustees

Salary: Unpaid. Expenses incurred while travelling to meetings

Hours: Four board meetings a year (evenings), with occasional meetings, events and training sessions. Ad hoc email responses to urgent matters arising.

Start date: As soon as possible (to be appointed in our December meeting)

Term length: 3 years (with option to renew for another 3 years)

Location: Virtual with occasional travel to our office

About MAC-UK

MAC-UK's founding vision was, and remains, to radically transform mental health services for excluded young people.

MAC-UK's mission is to better share resources and decision-making with young people most affected by inequality. We will influence and agitate for government, business and civil society to acknowledge and demonstrate bravery in radical new solutions to reconfigure the social, political and economic deal between citizens.



How we achieve this in practice is through the best of youth work and psychology, collaborating with young people every step of the way.

MAC-UK's new Trustees will bring deep awareness of and connectivity across the communities and systems that they serve. They will be conversant in public health and alternatives to mainstream mental health approaches, and well placed to support and advocate MAC-UK's youth-led, co-produced approaches. They will also be confident leading the Board and ensuring a healthy and collaborative relationship with the MAC-UK team.

MAC-UK is particularly keen to hear from individuals who have experience of being excluded by the systems it seeks to change, especially care, criminal justice and mental health services.

Looking ahead, MAC-UK is committed to:

- Increasing opportunities for excluded young people to co-produce services;
- Advancing equalities and inclusion across their team and partnerships;
- Enabling youth-led service design and commissioning in the systems that affect young people's lives;
- Influencing a public health and preventative approach against violence and inequalities based on creative, therapeutic and relational investment rather than punitive deterrents.
- Improving our fundraising strategy

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Treasurer main responsibilities:

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with the Co-Leadership team.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Lead on the appointment of and liaison with external auditors.
- 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 Co-Leadership team to develop the financial understanding of the Board of Trustees.

The Treasurer will also have the same responsibilities and qualities of all trustees:

Responsibilities of all trustees:

- Ensure that MAC-UK complies with its governing document (its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations;
- Ensure that MAC-UK pursues its objects as defined in its governing document;
- Ensure MAC-UK applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be;
- Contribute actively to the board of trustees by giving firm strategic direction to MAC-UK, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets;
- Safeguard the good name and values of MAC-UK;
- Ensure the financial stability and sustainability of MAC-UK Monitor the performance of the Co-Leadership team reputation by applying your skills, expertise, knowledge and contacts.

Terms and commitments

- Commit to a 3 year term length
- Set priorities and strategies to guide how MAC-UK will meet its goals.
- Approve budgets and income generation plans to ensure financial stability.
- Monitor performance against these to ensure the effective management of the organisation.

40 Bowling Green Lane, EC1R 0NE E: info@mac-uk.org @macukcharity www.mac-uk.org Registered Charity No. 1126144

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- Ensure and monitor compliance with our governing document and all relevant legislation and regulations.
- Be responsible for risk management. Safeguard the good name and values of the organisation.
- Represent the organisation externally, as appropriate.
- Contribute to the pastoral support of the Co-Leadership team and their professional development.
- Board meetings currently take place remotely in the evenings; meetings are diarised for the year ahead.
- Meetings typically last 2 hours.
- Preparing for meetings typically takes 1 – 2 hours.
- In addition, other contact – usually electronic or by telephone – will be necessary.

Furthermore to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Person specification

The treasurer will have:

- A commitment to the mission of MAC-UK
- A finance background with experience of financial management, income generation and accounting; knowledge of charity finance is an advantage
- A willingness to play an active role in areas such as forecasting, setting budgets ,liaising with auditors
- A willingness to meet the minimum time requirement
- Integrity
- A strategic thinker with an ability to balance risk and opportunity
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of MAC-UK.

DBS Check and Trustee Eligibility Form

MAC-UK has rigorous safeguarding procedures in place. This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

Trustees will also be required to complete a trustee eligibility form.

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How to apply?

If you are interested, simply email a cover letter and your CV to recruitment@mac-uk.org

If you have any questions please get in touch with Adonis or Naomi either by phone or email (07535 612 195 or adonis.akra@mac-uk.org / email: naomi.adesanya@mac-uk.org telephone: 07736613960)

Recruitment Timetable

The deadline for expressions of interest is Tuesday 1st October 2024 at 5pm.

Interviews will take place the week commencing **9th October 2024**.

Reasonable adjustments

Should you require any reasonable adjustments in order to apply for this role, please feel free to contact us via our details below for support on completing an application.

What happens next?

If we take your application forward; the next step will be an informal chat with our Chair Paula, our current Treasurer Stephen and a member of our Co-leadership team.

As part of the selection and appointment process, we will provide you with training in what it means to be a trustee of MAC-UK, covering the legal responsibilities of a trustee, how trustees should make decisions and how the board supports and challenges the staff. We will also provide you with an introduction to MAC-UK's history and strategy. Other relevant training opportunities will be offered throughout the year.

More information & application support

We are happy to talk about this opportunity with any interested candidates.

For an informal conversation, please contact Naomi by email to recruitment@mac-uk.org, or call 07736613960. Please note Naomi works Tues – Fri, so will get back to you inside of those days.

We kindly request that recruiters do not contact us about this role.