

## **Treasurer/Finance Specialist Trustee – Evolve Counselling CIO (1181861)**

### **Role Description and Person Specification**

#### ***Role description***

In addition to the general responsibilities of a trustee, the duties of the treasurer/finance specialist include the following:

- Liaising with the CEO on all financial matters and keeping the board informed about its financial duties and responsibilities
- Overseeing the presentation of budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs, and advising on the financial implications of the organisation's strategic plans and fundraising strategy
- Ensuring that the charity has appropriate reserves and investment policies, and that relevant accounting procedures and controls are in place
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

The general duties of a trustee are as follows:

- Ensuring that the charity pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy and evaluating performance against agreed targets
- Ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Safeguarding the good name and values of the charity and ensuring its financial stability
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place and reviewing them regularly
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### ***Person specification***

In addition to the person specification of a trustee, the treasurer/finance specialist should have the following qualities:

- A recognised financial qualification and/or senior level financial management experience
- The skills to analyse proposals and examine their financial consequences
- Some experience of charity finance and fundraising (desirable)
- Being prepared to make unpopular recommendations to the board and to be available to staff for advice and enquiries on an ad hoc basis

In most circumstances it is also desirable that the treasurer/finance specialist has knowledge of the type of work undertaken by Evolve, the operation of charitable businesses, the demands of the Charity Commission, and a wider involvement with the voluntary and community sector and other charity or social purpose business networks.

### ***How to apply***

Expressions of interest in the first instance by email to Kevin Bottrell, Chair of the Trustee Board of Evolve Counselling: [chair@evolvecounselling.org.uk](mailto:chair@evolvecounselling.org.uk)

### ***Recruitment process***

Our Chair will review and assess expressions of interest and will then call for applications in the form of a CV and letter setting out the applicant's motivations, which will be assessed by a panel of trustees under conditions that maximise our commitment to EDI principles. Applicants may be asked to interview, and appointment will be made at a meeting of the board of trustees and ratified by the membership at AGM.