



STRENGTH
& *stem*

TREASURER

Role description

February 2024

Treasurer

1. ABOUT STRENGTH & STEM

Strength & Stem is a small charity that exists to prepare women who have survived human trafficking and modern slavery for meaningful employment, using floristry as the tool. We believe that floristry can be used as a practical tool to help survivors to build a future for themselves, as well as a therapeutic tool in healing from trauma. Every year, a holistic employability and skills training programmes for a cohort of fifteen survivors. Over nine months participants complete vocational floristry training, prevocational and wellbeing skills training, mentorship, and work experience.

The skills and experiences survivors gain through our programmes create a lasting difference for them and their families through economic independence, strengthened wellbeing and increased community. Ultimately, our vision is to see survivors restored from their trauma, empowered for the future, and able to sustain a good quality of life.

We are looking for a new Treasurer to support our charity's growth and development. This is an exciting opportunity to shape the direction of a small, ambitious charity, continually ensuring that all activities are survivor-centred and have an impact positively disproportionate to the organisation's age and stage of development.

2. TERMS

Role Title: Treasurer

Direct Report: Reports to chair of trustees. Works closely with the chair and the Board of trustees.

Salary: This is a voluntary position. Reasonable travel and other out of pocket expenses will be reimbursed.

Background: Finance, Strategy and Governance

Time commitment: Approximately two days per month in addition to attendance at regular board meetings. The board meets at least four times a year.

Upcoming board meeting dates for 2024 are:

- 30 April 2024
- 09 July 2024
- 01 October 2024

(First quarter board meeting took place in January 2024).

Location: Board meetings are held virtually. All Strength & Stem's programmes are delivered in central London. The Treasurer may be asked to attend award meetings or fundraising meetings/events in person (most likely in London).

Length of term: The charity's Treasurer (and trustees) will serve a three-year term to be eligible for reappointment for one additional term.

3. ROLE SUMMARY

As a key trustee, the role of the Treasurer is to ensure that the charity's finances and the supporting financial control systems are kept in good order. The Treasurer will help to maintain an overview of the charity's affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

4. DUTIES AND RESPONSIBILITIES

Treasurer's Responsibilities

- Monitor the financial standing of the charity and report to the board regarding the overarching strategic management of the organisation's financial resources.
- Lead the board's duty to ensure proper accounting records are kept, financial resources are controlled, invested, and economically spent in line with governance, legal and regulatory requirements.
- Ensure all strategic plans are financially appraised and viable, and any budgets are aligned to both short-term and long-term objectives each year.
- Create greater transparency and accountability to improve resource allocation and the charity's image by adding specific measures as per SORP (Statement of Recommended Practice) guidelines.
- Act as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Ensure a high standard of management accounting is maintained to safeguard assets.
- Liaise with the CEO and Finance Manager to ensure the production of high-quality management accounts.
- Liaise with external auditors on financial issues and ensure that the organisation's finances are responsibly managed/invested for the betterment of the charity's work and for the beneficiaries it serves.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the Trustees.
- Provide practical advice and recommendations for charity spending based on forecasts for grant funding and other income.
- Review the charity's Operational Reserves Policy, keep the board informed of free reserves position regularly and advise to cope with changing circumstances.
- Advise on the financial implications of the charity's strategic plans and oversee the charity's financial risk-management process, ensuring that other trustees are notified of risk in a timely manner.

General responsibilities of a Trustee

The role of the Trustee Board is to provide the charity with sound governance, strategic and fiduciary oversight, and direction. This will involve protecting its values and applying its resources solely for the charitable purposes declared in the Articles of Association of Strength & Stem. The charitable objectives of Strength & Stem are *for the public benefit, the relief of poverty and unemployment of women affected by human trafficking by the provision of floristry training and workshops and other education, training and support, carried out in accordance with Christian values and principles.*

In addition to the responsibilities outlined above, the Treasurer, as a trustee, has the following general responsibilities:

- Contribute actively to the board of trustees' role in giving strategic direction to the charity, setting overall strategy and policy, setting targets, and evaluating performance against agreed targets.
- Ensure the financial stability of the charity and the proper investment of the charity's funds.
- Ensure the charity applies its resources exclusively in pursuing its objectives.
- Ensure the effective and efficient administration of the charity.
- Protect the good name and values of the charity.
- Declare any conflict of interest while carrying out the duties of a trustee.
- Be collectively responsible for the actions of the charity and other trustees.
- Participate in other tasks as they arise from time to time, such as interviewing new staff or supporting with fundraising.
- Attend meetings as appropriate and read papers in preparation for the meeting.
- Keep informed about the activities of the charity and wider issues which affect its work.

5. PERSON SPECIFICATION

The ideal candidate will bring a clear passion to see the lives of modern slavery and human trafficking survivors transformed through skills training and employment. Trustees will have strong communication and relationship-building skills, and sound judgement. Previous experience of working at Board level is desirable. Finally, trustees will use their networks and expertise to help Strength & Stem secure vital, sustainable income for its work.

Essential

- Qualified accountant with demonstrable commercial awareness and knowledge.
- Knowledge of charity SORP (Statement of Recommended Practice) and impending changes.
- Proven ability to effectively communicate and simply explain financial information.
- Strong analytical and evaluation skills, demonstrating good judgement.
- Excellent communication, interpersonal, and leadership skills, with the ability to engage and influence stakeholders at all levels.
- An ability to work well as a member of a team.
- Competent use of IT skills and familiarity with platforms including Office365.
- Preparedness to make recommendations to the Board and a willingness to speak their mind with diplomacy.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- A clear sense of professional boundaries and extremely high ethical standards.
- Commitment and ability to devote the necessary time and effort to the role.
- Be comfortable with our Faith Policy (see page 5).

Desirable

- Understanding of the issue of modern slavery and human trafficking and the National Referral Mechanism.
- Demonstrable experience serving on boards or committees, preferably within the charity sector.
- Demonstrable knowledge and experience of charity fundraising and finance practices.
- Skills and experience in one or more areas of non-executive governance and management e.g., strategic planning or business management.

Please note that all trustees are required to undertake a DBS check.

6. HOW TO APPLY

Please send your CV and a cover letter to recruitment@strengthandstem.com

7. APPENDIX

FAITH POLICY

Strength & Stem has a Christian ethos. Our work is motivated by God's unconditional love, shaped by Jesus' teachings, and inspired by the wisdom of the Spirit for the purpose of supporting female survivors of modern slavery and human trafficking as they begin to heal, gain independence, and experience true freedom.

Many of the Strength & Stem team hold a Christian faith, but this is not a requirement to work or volunteer for the charity, and it is never a requirement for the women we work with to benefit from our services. All are welcome to become part of the Strength & Stem community.

For anyone looking to work or volunteer with Strength & Stem we ask that you are sympathetic to our vision, mission and aims as we prepare female survivors of modern slavery and human trafficking for meaningful employment, using floristry as the tool. We also ask that any staff member or volunteer is respectful of faith views and is comfortable working within a faith-based organisation.

For the women with whom we work, our service is fully inclusive and non-discriminatory, maintaining respect for other world views and not passing judgement. All beneficiaries, regardless of the faith background they may or may not have, are treated equally and with wholehearted dignity and respect.