

	<p style="text-align: center;"><b>Options for Life</b></p> <p>We are a Sandwell based charity, which supports adults with learning disabilities and/or autism, by providing a range of services which include outreach provision, community hub-based activities, drop-in sessions and accessing community activities. We support our participants to increase their self-confidence, develop communication and social skills and ultimately increase their independence.</p>
<p><b>Job title:</b></p>	<p>Trustee Treasurer</p>
<p><b>Time Commitment:</b></p>	<ul style="list-style-type: none"> <li>• Minimum of four Board meetings per year plus attendance at the Annual General Meeting (AGM), and annual awayday/strategy day.</li> <li>• Attending/membership of sub- committees, which all meet quarterly.</li> <li>• Training and Development</li> </ul>
<p><b>Expenses:</b></p>	<ul style="list-style-type: none"> <li>• The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.</li> </ul>
<p><b>Location:</b></p>	<p>Options for Life, Oak Green Lodge, Oak Way, Oldbury, West Midlands, B68 8LR. Regular travel will be required to all premises from which Options for Life operates.</p>
<p><b>Reporting to:</b></p>	<p>Board of Trustees (Executive Committee)</p>
<p><b>Job Description:</b></p>	
<p>The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation.</p> <p>The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.</p> <p>Act as an ambassador and the public face of the charity in partnership with the Chief Executive and will foster an open and transparent working relationship with the Executive Team.</p>	
<p><b>Duties and Responsibilities:</b></p>	
<p><b>Principal Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Head of Finance</li> <li>2. Being assured that the financial resources of the organisation meet its present and future needs and are within the charities objects</li> <li>3. Being instrumental in the development and implementation of appropriate financial, reserves policy and investment policies</li> </ol> <p><b>Main Duties</b></p> <ol style="list-style-type: none"> <li>1. Liaising with the Head of Finance about financial matters</li> <li>2. Ensuring that appropriate accounting procedures and controls are in place</li> <li>3. Advising on the financial implications of the organisation's strategic plans</li> <li>4. Attending and working closely with the finance committee</li> <li>5. Liaising with the charity's auditors where appropriate</li> <li>6. Liaising with the internal audit company where appropriate</li> </ol>	

7. Liaising with the CEO (company secretary) and Head of Finance to ensure that the charities annual accounts are compliant with the current Charities SORP
8. Ensuring equipment and assets are adequately maintained and insured
9. Keeping the board informed about its financial duties and responsibilities
10. Contributing to the fundraising strategy of the organisation
11. 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
12. Sitting on appraisal, recruitment and disciplinary panels as required

#### **Statutory Duties**

1. To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
2. To ensure that the organisation pursues its objectives as defined in its governing document.
3. To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
4. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
9. If the organisation employs staff, to appoint the Chief Executive Officer and the Head of Finance and monitor their performance.

#### **Efficiency and Effectiveness**

1. Effectively and efficiently, bring impartiality and objectivity to decision making processes.
2. Engage and support that all decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.
3. Foster and maintain relationships between the Trustees.
4. Work closely with all trustees and the senior leadership team to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of all trustees.
5. Ensure accountability that decisions taken at meetings are implemented.

#### **Relationship with the Chief Executive and the Wider Executive Team**

1. Foster an open and transparent working relationship with the Executive Team – CEO, Head of Operations and Head of Finance. Embed clear lines of communication to ensure the Chair and Board work together.
2. Ensure you develop and maintain an open and supportive relationship within which trustee can speak openly about concerns, worries and challenges.
3. Liaise with the Chief Executive to maintain an overview of the Charity's affairs
4. Support the Chair to conduct an annual appraisal and remuneration review for the Chief Executive in consultation with all other Trustees.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

**Safeguarding Statement:**

Options for Life is committed to safeguarding and promoting the welfare of adults and expects all staff to share this commitment. The successful candidate for this appointment will be required to apply for a Disclosure Barring Service check through the Criminal Records Bureau. Further information on the Disclosure process can be found at <https://www.gov.uk/request-copy-criminal-record>

**Data Protection and Confidentiality:**

All staff are responsible for ensuring that any personal data which they hold is kept securely; personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party; and personal data is only used for the purpose for which it is being held.

**Equal Opportunities:**

It is the responsibility of the post holder to promote equal opportunity and recognition of diversity throughout the organisation.

**Health & Safety:**

The post holder will be required to:

1. Promote health, safety, and welfare throughout the organisation.
2. Undertake their duties and responsibilities in full accordance with the organisation's Health & Safety Policy and Procedures.
3. Take responsible steps to safeguard their own safety and that of others with whom they work.

**Terms and Conditions:**

Offers of employment are subject to a satisfactory reference, an employment check under the Asylum and Immigration Act 1996 and a satisfactory DBS Disclosure.

*This job description is intended as a guide to the main responsibilities and duties of the post and is in no way intended to restrict any individual in the performance of other duties within the general nature of the post as required by the organisation. The job description will be reviewed and updated periodically in the context of organisational and developmental changes, in consultation with the post holder.*

See following page for person specification.

<b>Person Specification</b>	
<b>Job Title</b> <i>Trustee - Treasurer</i>	<b>Location</b> <i>Oldbury- B68</i>

The person specification outlines the main attributes needed to adequately perform the post specified. A critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The person specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential <b>(E)</b> Desirable <b>(D)</b>	Evidenced by
<b>Personal Qualities</b>	<p>Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause. <b>(E)</b></p> <p>Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role. <b>(E)</b></p> <p>Demonstrate tact and diplomacy, with the ability to listen and engage effectively. <b>(E)</b></p> <p>Strong networking capabilities that can be utilised for the benefit of the charity. <b>(E)</b></p> <p>Ability to foster and promote a collaborative team environment. <b>(E)</b></p> <p>Ability to commit time to conduct the role well, including travel and attending events out of office hours. <b>(E)</b></p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Experience</b>	<p>Financial management expertise and a broad understanding of charity finance issues. <b>(E)</b></p> <p>Successful track record of achievement through their career. <b>(E)</b></p> <p>Experience of charity governance and working with or as part of a Board of Trustees. <b>(E)</b></p> <p>Experience of external representation, delivering presentations and managing stakeholders. <b>(D)</b></p> <p>Significant experience of chairing meetings and events. <b>(E)</b></p> <p>Knowledge of the health service and care sector. Experience and knowledge of working with adults with Learning Disabilities and/or Autism, health, social care, and safeguarding would be an advantage. <b>(D)</b></p>	<p>Application Form</p>
<b>Training</b>	<p>To be prepared to undertake training as required to achieve the objectives of the post. <b>(E)</b></p>	<p>Interview</p>
<b>Special Knowledge</b>	<p>Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind. <b>(E)</b></p> <p>Experience of operating at a management level within an organisation. <b>(E)</b></p>	<p>Application Form</p> <p>Interview</p>

	Broad knowledge and understanding of the Voluntary sector and current issues affecting it. <b>(D)</b> Strong leadership skills, ability to motivate staff and volunteers and bring people together. <b>(E)</b> Good understanding of charity governance issues. <b>(E)</b>	
<b>Legal Requirements</b>	Enhanced DBS check for Regulated Activity <b>(E)</b>	Interview