

Hope After Harm Role Description: Treasurer (voluntary)

Overview: The Hope After Harm Treasurer will help us maintain effective governance of the charity's financial affairs, ensuring its financial viability and ensuring that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained alongside appropriate reporting both internal and external.

This document should be read alongside the general role description for our Trustees and our Trustee pack, which will also apply to the Treasurer.

Key Tasks:

- ♥ Contribute to the development the organisation's strategic plans and advise on their financial implications
- ♥ Be assured that the financial resources of the organisation meet its present and future needs
- ♥ Keep the board informed about its financial duties and responsibilities
- ♥ Chair the finance and staffing committee and ensure it reports appropriately to the board
- ♥ Present financial reports to the Board and AGM, drawing attention to important points in a coherent and easily understandable way
- ♥ Ensure that the accounts are prepared and audited appropriately and recommendations are implemented and oversee the appointment of auditors
- ♥ Ensure that the accounts are disclosed in the form required by funders and the relevant statutory bodies
- ♥ Ensure that appropriate accounting procedures and robust controls are in place
- ♥ Ensure that the charity has appropriate reserves and investment policies
- ♥ Contribute to the fundraising strategy of the organisation
- ♥ Liaise closely with the CEO and Finance Manager on all financial matters maintaining oversight of the work of the Finance Team, providing advice, guidance and support

Person specification

Essential

- ♥ Qualified accountant with awareness/experience of charity accounting
- ♥ Good communications skills with an ability to explain financial information to non-specialists
- ♥ Able to work with basic IT packages (Microsoft etc) and awareness of accounting software
- ♥ Ability to analyse proposals and explain their financial consequences
- ♥ Understanding of the legal responsibilities and duties of being a trustee and a Treasurer in particular

Desirable

- ♥ Experience of charity finance
- ♥ Knowledge of VAT as it applies to charity finances
- ♥ Knowledge of accounting systems
- ♥ Experience of having contributed to decision making at board level

Time Commitment

The Treasurer will be expected to attend Board Meetings 4 times a year and also Chair the Finance and Staffing Committee 4 times a year, as well as attending a strategy day. The time commitment including meeting preparation is estimated to be 5-6 days per annum

Location

Ideally, the post-holder will be able to travel to Aston Sandford and possibly other places in the Thames Valley for meetings, but we would consider remote attendance, with the exception of a requirement for face-to-face attendance at the annual Board strategy day.

We are an equal opportunities employer; the aim of our policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability. We do not disbar applicants with criminal convictions and are mindful of the requirements of the Rehabilitation of Offenders Act, 1974