



Role Description and Person Specification: Honorary Treasurer

Role title	Honorary Treasurer
Relationships	Works closely with the Chair, fellow trustees, Chief Executive Officer, Management Team and Finance Officer
Background	Finance, Strategy and Governance, Fundraising, Risk

Role summary

The honorary treasurer is a trustee. This role description outlines the expectations of all trustees, plus the specific responsibilities of the treasurer. It should be noted that the focus of this role is strategic and the treasurer will not be managing the charity's finances on a day-to-day basis. However, regular contact and liaison with the Finance Officer and Chief Executive Officer (CEO) is expected.

As a member of our highly motivated and enthusiastic Board of Trustees you will play a key role in influencing the strategic direction of the organisation, setting overall policy, defining goals, and evaluating performance. You will be instrumental in supporting the future development of the organisation, using your specific knowledge and experience to help the Board of Trustees reach sound decisions. This will involve contributing to financial and business planning, scrutinising Board papers, leading discussions, focusing on key issues, and providing advice, guidance, support and constructive challenge.

Trustees are both Charity Trustees and Company Directors of The Dove Service and are responsible for ensuring compliance with our governing document, charity and company law. The role is subject to an enhanced DBS check.

Main responsibilities of all Trustees

- Ensure that the Dove Service is managed legally, efficiently and effectively
- Monitor whether the organisation complies with its governing document, if the needs of beneficiaries are being met and the charity is carrying out its purposes for the public benefit
- Ensure the organisation carries out activities exclusively in pursuance of its charitable objects (i.e., the organisation must undertake activities which are outside these objects, no matter how worthwhile or charitable they are)
- Review current and future strategic resourcing, training and development, budgets and plans.

- Actively contribute to policy setting, strategic direction, goal setting, and evaluating performance
- Apply your particular skills/experience in the development of the charity's functions (e.g., through membership of relevant sub-committees or working groups; acting as an ambassador and networking on behalf of the charity, representing the Dove Service in external settings as appropriate)
- Monitor the financial position of the charity and its operations and ensure financial stability, making sure that there are clear lines of accountability for day-to-day financial management
- Ensure the Trustee Board monitors and reviews the performance of the company's Chief Executive, rewards performance accordingly and identifies appropriate development opportunities
- Attend meetings, read papers in advance, contribute to and share responsibility for all the Board's decisions
- Provide high levels of support and challenge to the management team and to fellow trustees in order to promote effective decision-making and maximise the charity's impact
- Safeguard the good name, reputation and values of the organisation

Specific responsibilities as Honorary Treasurer

Budgeting and strategic financial planning

- Alongside the CEO, ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Work with the CEO to develop planning/budgeting processes in participation with the Board and constructively challenge where required.
- Alongside the CEO and Board, suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.

Management Reporting

- Liaise with the Chief Executive Officer and Finance Officer to ensure that financial information is reported to the trustees in a timely manner and to be satisfied that this is comprehensive and accurate.

Statutory Financial Reporting

- Working with the CEO, undertake Board level liaison with external accountants on specific issues in the independent examination/audit and preparation of annual accounts process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited/independently examined accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.
- Liaise with the CEO to ensure that annual accounts are submitted to all relevant regulators in a timely fashion.

Governance

- Lead the Board's duty to ensure proper accounting records are kept and financial resources are controlled, invested and spent economically and effectively, in line with governance, legal and regulatory requirements.
- Work with the CEO to assure the Board that adequate financial procedures and controls are in place and that the charity operates within a sound financial framework.
- Work with the CEO to assure the Board that accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies
- Support the CEO in developing and presenting financial reports to the Board, highlighting key messages that enable all Board members to understand the organisation's finances and support Board decision-making
- Chair the finance committee in line with its terms of reference and report findings/developments back to the Board of trustees.
- Advise the Board on the financial implications of the charity's strategic plans and work with the CEO to ensure the effectiveness of the charity's financial risk-management process.
- Support the CEO in the development and implementation of financial reserves, cost management and investment policies.
- Advise the board on how to carry out their financial responsibilities
- Assist other trustees, in particular the Chair, and CEO to identify, recruit, appoint and induct the next Treasurer of the Board

Qualities of a Treasurer

Essential

- Dedicated to the organisation's cause and objectives
- Qualified accountant with demonstrated commercial awareness and knowledge
- Membership of a professional accountancy organisation (e.g. CIMA, ACCA, ICAEW) with experience of managing private sector accounts in England
- Strong intellectual and analytical ability, including the ability to understand charity SORP and to focus on issues requiring action
- Proven ability to communicate and explain financial information and its implications to non-finance specialists to enable strategic decision-making
- Willingness to actively participate in discussions concerning needs of company's beneficiaries, staff and the trustee board.
- Willingness and ability to understand and accept the legal duties, responsibilities and liabilities:
 - as a Trustee: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
 - as a Company Director: <https://www.legislation.gov.uk/ukpga/2006/46/part/10/chapter/2>
- Willingness to act in the best interest of the charity while adhering to the Nolan principles of public life: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- Excellent communication skills and willingness to speak their minds in an appropriate manner
- Able to provide effective support and challenge to the management team and other Trustees

- An enquiring mind
- Sound, independent judgement and ability to think strategically and about abstract concepts.
- Working effectively as a team member and willing to be collectively responsible with other Trustees for Board decisions and the actions of the organisation
- Demonstrating a willingness to learn and develop.
- A flexible but professional approach with a willingness to be contacted on an ad hoc basis
- Commitment to diversity and equality of opportunity

Desirable

- Experience of fundraising and finance practices in the charitable or voluntary sector (including understanding of charity SORP)
- Experience of charity law and governance
- Willing to act as the charity's ambassador to external bodies, charities and companies
- Skills and experience in one or more areas of non-executive governance and management e.g., strategic planning, business management, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.

Time commitment and location

In-house functions manage the day-to-day finances of the charity. To fulfil the role of trustee with treasurer responsibilities requires an estimated commitment of around 2-3 days per month:

- The Board meets at least 6 times a year and you will need to commit to preparing for and attending these meetings, as well as training sessions and other events as required.
- You will chair meetings of the financial sub-committee on a quarterly basis.
- To support Board development, Trustees also meet monthly for an informal catch-up and "book club" style discussions on charity commission guidance or other reading relevant to the Trustee role
- There will be opportunities to join other working groups in line with your interests and the time you have available to effectively contribute
- Board meetings are held at the organisation's premises: The Dudson Centre, Hope Street, Hanley, Stoke-on-Trent, ST1 5DD or are held on Zoom on a Tuesday evening (5.15pm – 8.00pm approx).

Terms

All board members will serve a three-year term and be eligible for reappointment for one additional term.