

# Treasurer Trustee Role Description



**Role:** Treasurer Trustee – (Volunteer)

**Location:** Remote meetings and various location

**Commitment:** Volunteer hours are flexible and negotiable. A commitment of a 2 hours per week.

## Terms of office

- Treasurer Trustees are appointed without a limit on the time they wish to stand.
- All trustees are nominated and voted onto the board by trustees and members.
- Trustees agree to abide by the FTS governing document and ensure that all procedures run in accordance with these articles of association.
- All appointed trustees automatically become directors of FTS due to the organisation being a company limited by guarantee as well as a charity.
- All new trustees sign a declaration of eligibility stating that they are willing and able to act as a trustee, agreeing to follow legislation and guidance from the Charity Commission.
- This is a voluntary position, but reasonable expenses are reimbursed.

## About Us:

At Families Together Suffolk (FTS) we believe that children and families deserve the best start in life, to have choices and chances to live the best lives they can. We offer support through home visiting volunteers; family groups and workshops and we aim to help families through the barriers that they may face. Our services and projects are dedicated to making a positive difference to the lives of children, families and community.

## Purpose of the Role:

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Families Together Suffolk financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

Board members have a collective responsibility. This means that trustees act as a group and not as individuals. As a small charity, there will be times when the trustees will need to be actively involved beyond board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

The safeguarding of children and adults at risk of harm is the responsibility of everyone at Families Together Suffolk and is central to our charitable objectives.

## Treasurer role

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.

- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with management.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised.
- Lead on the appointment of and liaison with external auditors.
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.

### **Essential:**

- A finance professional. A knowledge of charity finance is an advantage. Alternatively, an enthusiasm to learn, drawing from commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with ability to bring financial information alive to non specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors

In addition to the above, the Treasurer will also have the role and responsibilities of all trustees:

### **Responsibilities of all trustees:**

- The main duty of a charity trustee is to ensure that all activities and services provided are in pursuit of the charitable objects of FTS.
- Support and provide advice on FTS purpose, vision, goals and activities.
- Approve and contribute to strategy and policy, monitoring and evaluating their implementation.
- Oversee FTS financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve FTS financial statements.
- Provide support to management team in the exercise of their delegated authority and affairs.
- Keep abreast of changes in FTS external operating environment.
- Contribute to regular reviews of FTS own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect FTS interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of FTS objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

### **What we are looking for:**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

### **Personal skills and qualities:**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to values of the FTS charity.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **What we offer trustees:**

- Induction training that is specific to the role of a trustee.
- You will receive safeguarding training specific to the role.
- Ongoing support and training.
- An opportunity to develop new skills and meet new people.
- The chance to make a meaningful difference in your community.

### **How to apply**

- Please make contact with: Angela Dennis (Charity Manager) [anglea@famielstogethersuffolk.org.uk](mailto:anglea@famielstogethersuffolk.org.uk)

If you have any questions about volunteering opportunities with Families Together Suffolk or need some help with your application, please get in touch with Andy on 07936 913929 or 01379678552 or email via [andy@famielstogethersuffolk.org.uk](mailto:andy@famielstogethersuffolk.org.uk)