A blue ribbon with wings and text

Description automatically generated

**JOB DESCRIPTION**

**TREASURER**

|  |  |
| --- | --- |
| **Job Title:** | Treasurer and Trustee |
| **Location:**  **Linked to:**  **Term of Office** | The Treasurer will operate remotely from their own location  Chair of Trustees  All Trustees  Communications lead  Volunteers  Donors  Fundraising focus groups  Corporate sponsors and promoters  Independent Accountant  Bankers  Legal Advisors  Three years (extended to five maximum with support of executive) |
|  |  |

**Role Summary**

**Purpose**

* Oversee all financial aspects of the Charity on behalf of the Board of Trustees, ensure that proper financial records and procedures exist and evaluate the financial position and associated risks on a regular basis, reporting such position and risks in writing to the Board of Trustees
* Manage charity resources responsibly, manage risk and implement appropriate financial controls in compliance with law, fundraising regulations and Pectus Matters governing document.

**Main Duties and Responsibilities**

**Strategic**

* To assist and advise in the creation of the Charity’s strategy with particular regard to ensuring that the Charity has the resources and fiscal availability to deliver the strategy.

**Financial**

* To ensure that proper accounting records are maintained in accordance with best practice and Charity law.
* To be responsible for overseeing the maintenance and control of the charity’s bank account.
* To handle, record, deposit, and monitor donations and other receipts including cheques, cash, and online transactions. To ensure that proper procedures are in place for the control of cash received.
* To oversee the arrangements to collect payments from debtors.
* To oversee, record and monitor all payments, ensuring that they have been properly authorised in accordance with procedures and purchasing limits determined by the Trustees and that all bank transactions are authorised by two people.
* To ensure that the Board receives appropriate budgetary, cash flow and other financial information on a regular basis as agreed with the Board of Trustees and advise and guide the Board accordingly.
* Ensure the Charity’s financial resources are sufficient to meet current and future needs, advise the Board on the reserves policy, and to ensure that this policy is reviewed and monitored regularly.
* Review longer term forecasts of capital resources and of income and expenditure, and to review and monitor financial trends within the Charity and the sector within which the Charity operates.
* To ensure that Annual Accounts are prepared in compliance with the Charities Acts and examined by either the Independent Examiner or Auditors, approved by the Board of Trustees and filed with the Charity Commission within the time limits laid down by law.
* To ensure that any other financial information is prepared and disclosed in the form required by donors or trustees.
* To recommend to the Board appropriate accounting procedures, controls, and policies to support strong governance and financial controls.
* To identify and bring to the attention of the Board any financial risks facing the Charity.
* To oversee the appointment of Independent Examiners or auditors and review the appointment on a regular basis.
* To work in close partnership with the Board of Trustees to deliver responsibilities and achieve goals.
* To make recommendations and work alongside other Trustees to obtain appropriate funds in line with charity objectives and events
* To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
* To handle and maintain the registration of the charity with HM Revenue & Customs for Gift Aid purposes; to ensure that proper records are maintained of all Gift Aid donations, and that claims for recovery of Gift Aid are submitted to HMRC regularly on a timely basis. To ensure that claims are submitted under the Gift Aid Small Donations scheme, if applicable.

**Assets and Investments**

* To ensure that the Charity has an appropriate investment policy.
* To protect and manage the property of the Charity and to ensure the proper investment of the Charity’s funds.
* To ensure that the Charity monitors the performance of its investments and to set an appropriate contingency policy
* To ensure that all equipment and assets are adequately maintained and accounted for.

**Governance**

* To ensure the Board is aware of its financial duties and responsibilities and the need to comply with all legislation.
* To ensure compliance with the charity’s governing document with regard to financial operations.
* To ensure that all financial policies, procedures, and the appointment of external financial advisors are reviewed on a regular basis.
* To ensure that the Board’s scheme of delegation is reviewed on a regular basis.
* To ensure proper accounting records are maintained.
* To chair or be a member of appropriate Board Committees.

**General responsibilities of a Trustee**

In addition to the responsibilities outlined above, the Fundraising Lead 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 organisation and the proper investment of the Charity's funds
* Ensure the Charity applies its resources exclusively in pursuing its objectives.
* Ensure effective and efficient administration.
* Safeguard the good name and values of the Charity with ethical conduct.
* 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 arise from time to time, such as interviewing new staff, helping with fundraising and structural decisions.
* Attend meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting.
* Remain informed about the activities of the charity and wider issues which affect its work.
* Exercise their power in good faith to further the purpose of the CIO within reasonable skill with regard to knowledge and experience

**Work Demands**

* Attend monthly board meetings online
* Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.
* Periods of concentration will be involved to ensure compliance documents are accurate and produced to a high standard.
* Ensure that strict confidentiality is maintained at all times.
* Requirement for attendance at evening meetings and occasional weekends.

**Physical Demands**

* Increased physical effort may be required in the lead up to, and during major events

**Working Conditions**

* Remote role but may require on site meetings and / or support to events / fundraising activities
* The role may involve dealing with challenging situations which can require conflict resolution.

**Expectations of Jobholder**

* Develop and maintain effective working relationships with other professionals.
* Taking personal responsibility for identification of learning, development and training opportunities in discussion Chair/CEO and Members.
* Review and develop own professional practice.
* Undertake appropriate and regular training and development to maintain knowledge and improve practice.
* Keep up-to-date with current developments and legislation and best practice in respect of Charities.
* Be aware of and comply with Charity policies as well as individual charity policies and procedures.
* Be committed to safeguarding and managing associated risks.
* Ensure that the equality, diversity, and inclusion policy is adhered to and promoted in all aspects of the post holder’s work.
* Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
* Demonstrate professionalism towards sensitive and confidential information.
* Comply with and promote Health and Safety policies and procedures and to undertake recommended mandatory training as and when necessary.
* Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
* Undertake such other duties as are commensurate with the grade of the post.

**Supervision and Work planning**

Meet regularly with Chair/CEO and/or Members, as appropriate, to discuss work priorities.

The postholder will be expected to plan their own work and the work of others, balancing the priorities of different work streams.

Work flows from Chair/CEO and is generated within the general routine.

Specialist advice and support will be made available for more complex areas of work.

**Contacts**

Members, Trustees, Third Parties / Supplies, Additional Attendees, Regulator and / or public, as appropriate

**Supervisory responsibility**

The post holder will be required to supervise sub-groups of fundraisers, this level of supervision may fluctuate prior to, and during events and planned activities.

**Safeguarding Responsibilities**

This role may involve working directly with the public, vulnerable adults and children, and applies to our beneficiaries, Trustees, staff, volunteers, and those who come into contact with our charity via our fundraising work.

The Trustees of Pectus Matters are expected to promote an open, honest, safe culture where people feel confident and heard when reporting safeguarding concerns. These should be escalated to the relevant agencies in adherence with the regulatory and risk framework set out by GOV.UK (**a** 2022) <https://www.gov.uk/government/publications/risk-framework-charity-commission>.

The Charity Commission stipulates their guidance for managing risks as follows;

* Have appropriate policies and procedures in place, which are followed by all trustees, volunteers and beneficiaries
* Carry out checks to ensure that people are suitable to act in their roles
* Know how to spot and handle concerns in a full and open manner
* Have a clear system of referring or reporting to relevant agencies as soon as concerns are suspected or identified
* Set out identified risks and how they will be managed in a risk register which is regularly reviewed
* Follow safeguarding statutory guidance, good practice guidance and legislation relevant to your charity: this guidance links to the main sources of information
* Be quick to respond to concerns and carry out appropriate investigations
* Do not ignore harm or downplay failures
* Have a balanced trustee board and do not let one trustee dominate its work – trustees should work together
* Make sure protecting people from harm is central to your culture
* Have enough resources, including trained staff/volunteers/trustees for safeguarding and protecting people
* Conduct periodic reviews of safeguarding policies, procedures and practice (GOV.UK, **b** 2022)

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#download-infographic>.

**Skills/Qualifications/Vetting**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

\*\* Events and activities which involve working with vulnerable or at risk adults and children may require full Disclosure and Barring Service (DBS) checks \*\*

**Job Title:** Treasurer and Trustee

**Person Specification**

**Job Title:** Treasurer and Trustee

|  |  |  |
| --- | --- | --- |
| **Assessment Criteria** | **Essential** | **Desirable** |
| **Qualifications** | A good general standard of education, which includes GCSE grade C or above in Maths and English or equivalent. | Accounting qualification. |
| **Work related experience and associated vocational training** | Experience of maintaining accounting records and production of budgets, financial reports and final accounts.  Experience in working as part of a team. | Experience of influencing senior stakeholders and decision makers/Ability to present to large groups of people/Powerpoint |
| **Personal** |  | Experience of the Pectus Condition through either personal, professional, family or friends may be helpful but not essential |
| **Job related skills** | IT literate  Excellent attention to detail, highly organised and efficient with an eye for detail  Excellent written and oral communication skills | Experience of UK charity accounting and reporting requirements. |
| **Personal skills** | Ability to, work under pressure, unsupervised.  Good interpersonal and team skills.  Good communicator.  Ability to explain Governance to individuals with little or no knowledge.  Flexibility with working pattern to ensure attendance at all meetings.  Reliable and hardworking  Excellent interpersonal skills with a professional and helpful manner  Commitment to continuous learning/training in relation to educational guidance/legislation  Commitment to maintain the strict confidentiality of discussions  Ability to use own initiative and managing workload  Able to be flexible to accommodate requirements of role |  |
| **Equality** | An understanding, acceptance, and commitment to the fundamental principles of a equal opportunities.  To work in a way that promotes equality of opportunity and respect for diversity. |  |
| **Safeguarding** | Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  To work in a way that promotes the safety and well-being of children and young people. |  |
| **Other** | Must be able to work at times convenient to the governing bodies, including evening meetings.  Must be able to arrange own transport to meetings |  |