

**RED BALLOONS
Treasurer – Role Description**

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Red Balloon’s 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.

**Treasurer role**

* Supporting the CEO in 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.
* Overseeing financial controls and adherence to systems, regularly liaising with CEO and Operations Manager
* 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.
* 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.

***What we are looking for***

* A finance professional. A knowledge of charity finance is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
* A strategic thinker with an ability to balance risk and opportunity.
* Clear communicator with the ability to bring the financial information alive to non-finance specialists.
* Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors
* Someone who is able to support the CEO and staff with their finance responsibilities

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

**Responsibilities of all trustees**

* Support and provide advice on Red Balloon’s purpose, vision, goals and activities.
* Approve operational strategies and policies, and monitor and evaluate their implementation.
* Oversee Red Balloons’ 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 Red Balloon’s financial statements.
* Provide support and challenge to Red Balloon’s CEO in the exercise of their delegated authority and affairs.
* Keep abreast of changes in Red Balloon’s operating environment.
* Contribute to regular reviews of Red Balloon’s own governance.
* Attend Board meetings, adequately prepared to contribute to discussions.
* Use independent judgment, acting legally and in good faith to promote and protect Red Balloon’s interests, to the exclusion of their own personal and/or any third-party interests.
* Contribute to the broader promotion of Red Balloon’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there may 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.

**Attributes and qualities**

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.

Previous governance experience is preferred; however, we will provide a full induction and training.

**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 our values
* Compassion and empathy for people with poor mental health

***Terms of appointment***

**Terms of office**

* Trustees are appointed for a 3 year term of office, renewal for 3 further terms to a maximum of 9 years.
* This is a voluntary position, but reasonable expenses will be reimbursed.

**Time Commitment** (Estimated at up to 4 hours per month)

* Attending 6 Board meetings annually. Some meetings are held remotely, however, some are held at our offices in Stockton on Tees.
* Attending any requested annual strategy and training sessions.