



Treasurer of the John Schofield Trust

Background

The John Schofield Trust was set up in 1996 to recognise young journalists following the death of John Schofield at the age of 29. The Trust is highly respected within the news industry. Almost 30 years later, the Trust continues to support and nurture talented young journalists in three ways:

- Active programmes to increase diversity in the industry and get young people from disadvantaged backgrounds into national newsrooms
- Mentoring schemes for early career and university student journalists
- Sponsoring the Royal Television Society Emerging Talent of the Year Award

The Trust employs a small staff team and has a board of trustees.

New treasurer

The John Schofield Trust is looking for a new treasurer, as our current treasurer reaches the end of her six-year term.

The treasurer is a critical role for the charity, with oversight over our financial administration and with some key operational functions.

The treasurer works in line with best practice, in compliance with our governing document and within legal requirements. The treasurer reports to the board of trustees at regular intervals on our state of financial health and prepares documents for the finance committee to ensure the Trust uses its resources effectively to achieve our aims.

Time commitment:	The treasurer attends four trustee meetings and an away day each year and provides updated financial statements for the finance committee which meets frequently. The treasurer is involved on an ad-hoc basis in auditing and budgeting activity, in conjunction with the director and other trustees.
Length:	Three-year term, with the option to be re-appointed for a second three-year term.
Remuneration:	This role is non-remunerated, but reasonable expenses are reimbursed.

Location: Remote with occasional in-person events held in central London and in the regions.

Reporting to: Board of trustees

The treasurer takes the lead at board level on:

- Reviewing the charity's financial performance
- Ensuring that the charity has robust and effective financial controls in place
- Liaising with the charity's independent examiner or auditor in the preparation and completion of the annual report
- Making sure the charity keeps proper accounts
- Reporting on financial matters to the trustees at board meetings

Useful skills for our treasurer

- Financial qualifications or experience
- Excellent numeracy skills to understand accounts
- Be able to explain complex financial information in an accessible way
- Effective communication skills and willingness to participate actively in discussions
- Charity experience helpful but not essential

Preparing accounts and financial updates for the trustee board

- Prepares board papers and financial accounts
- Prepares financial working groups cash flow forecast updates in conjunction with the director
- Generates annual budget in conjunction with the director
- Generates year end accounts and works with auditor in conjunction with the director

Operational activities

- Pays director expenses and salary
- Pays *ad hoc* invoices when the director is unavailable
- Banks physical cheques

As well as being treasurer, the role would sit on the board of trustees and be involved in regular trustee discussions. Below is more information about what this would generally entail.

The role of trustee

Being a trustee – what's involved

Every charity has a board of trustees – a group of volunteers who ensure that the charity is effective in carrying out the purpose for which it was set up. Trustees have responsibility for overseeing the work of the charity, ensuring it is financially stable, well-run and fulfilling its charitable obligations.

Further information can be found on the Charity Commission website, including an essential 'What You Need To Know As A Trustee' guidance pack: [bit.ly/trustees-guide](https://www.gov.uk/guidance/what-you-need-to-know-as-a-trustee)

As a trustee you'll be an ambassador for the organisation, and its work. You'll share our vision of a diverse, representative and vibrant media.

Trustees will use their individual skills to support the work of the John Schofield Trust, and will also be expected to prepare for meetings, attend fundraising events, follow up on specific tasks with other board members, and liaise with the director or other staff.

Role description

Trustees have independent control over, and legal responsibility for, how the John Schofield Trust is governed. They play a very important role in making sure that the charity is run effectively, that it is helping the people it is supposed to in the best way possible, and that it is using its funds wisely and appropriately.

The day to day running of the organisation is delegated to the director and staff team who develop strategic objectives, plans and budget, for the approval of the board.

Trustees also act as ambassadors for the charity, helping to raise awareness and, where possible, funds.

Trusteeship can be rewarding for many reasons – from knowing that you are making a difference to the charity's cause, to new experiences and relationships. The most effective trustee boards are ones which benefit from having trustees with a wide range of backgrounds, experiences and skills.

The statutory duties of a trustee are to:

- ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- contribute actively to the board in giving clear strategic direction to the John Schofield Trust
- monitor the performance of the director
- ensure JST complies with its governing document, charity law, company law and any other relevant legislation or regulations
- ensure JST pursues its objectives as stated in its governing document
- ensure the charity spends its money only on things that will help it to achieve its objectives
- safeguard the good name and values of the organisation
- ensure the effective and efficient administration of the organisation.
- ensure that the charity is financially stable
- protect and manage the assets of the organisation and to ensure the proper investment of the charity's funds
- ensure that the charity's governance is of the highest possible standard. Each trustee should also use any specific skills, knowledge or experience they have to help the Board reach good decisions. This involves:
 - reading and scrutinising board papers
 - supporting or mentoring staff
 - contributing to areas in which the trustee has special expertise

Person specification

- A commitment to the John Schofield Trust's mission and purpose

- A willingness to devote the necessary time and effort to meet the duties and responsibilities of the post
- Ability to input into the Trust's strategic vision
- Good, independent judgement
- An ability to think creatively
- Good communicator and interpersonal skills
- Strong team player, who respects and values the views of others and is able to speak their mind with tact and diplomacy
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to be available to all staff for advice and enquiries on an ad hoc basis

In addition, the treasurer position will have the following:

- Financial qualifications or experience
- Excellent numeracy skills to understand accounts
- Be able to explain complex financial information in an accessible way
- Effective communication skills and willingness to participate actively in discussions
- Charity experience helpful but not essential

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