



## Treasurer of Enabled2Parent

**Post:** Treasurer

**Salary:** This is a voluntary role. Enabled2Parent will refund reasonable travel & subsistence expenses and work-related expenses.

**Location:** Home (On-line).

**Hours:** A minimum commitment of 8 hours per month (including meetings).

### About Enabled2Parent

Enabled2Parent is a charity that provides assessments, information and advice about life as a disabled parent and those with additional support needs. It supports parents and professionals and works with organisations across all sectors to raise awareness about the challenges these parents and their families face.

We also provide peer support to mothers and fathers and advocate for them.

We have received grants from the National Lottery Community Fund and Sussex Community Foundation and plan to set up support groups for mothers across the country. We also exhibit at various shows and speak at conferences connected with parenting and disability.

More details of our work can be found at [www.enabled2parent.org](http://www.enabled2parent.org)

**About The Post:** In this role, as part of the Board of Trustees and with the Founder, you will have the opportunity to help inspire, set and maintain the charity's vision, mission and values and develop strategy. Trustees are expected to be familiar with the work of Enabled2Parent and to support the work of Enabled2Parent. You will ensure compliance and accountability with fellow trustees with finance, legal, and governmental obligations.

### Role Purpose:

- To assure the Board that the charity's financial affairs are legal, constitutional and within an accepted accounting practice
- Oversee all financial aspects of the charity on behalf of the Board to ensure the charity's short- and long-term viability. Ensuring the charity's strategic and operational plans are underpinned by robust and fit-for-purpose financial management
- To assist the Chair, other honorary officers and the Founder in ensuring that the Board fulfils its duties and responsibilities for the proper financial governance of the charity.

This includes providing advice, guidance, challenge and reassurance on all aspects of the charity's economic activities.

- Oversee the transformation of the charity's financial procedures and protocols, including implementing current and any new accounting software.
- Assist Enabled2Parent to meet charity SORP (FRS 102) requirements (Statement of recommended practice)

## **Key Responsibilities**

### Overview

- To monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits
- Identify and bring to the attention of the Board any financial risks facing the charity
- Monitor the output of Enabled2Parents Annual Accounts for the Enabled2Parent Annual Report.
- · Have an understanding of Enabled2Parent activities to see the charity in action

### Specifically

#### 1. General Financial Oversight

- Oversee and present budgets, accounts and financial statements to the Enabled2Parent Board.
- Liaise with the Founder about financial matters
- Ensure that appropriate financial systems, controls and records are in place with the Founder and reviewed regularly.
- Working with the Founder to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance
- Working with the Founder, ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
- Ensure compliance with relevant legislation.
- Work with the Chair and Founder to prepare accounts for external Examination and liaise with the examiner, as required.

#### 2. Funding, Fundraising and Sales

- Work with the Founder to ensure the use of funds complies with conditions set by funding bodies.
- Work with the Founder to ensure fundraising and sales comply with relevant legislation and are bound by effective financial systems and controls.
- Ensure effective monitoring and reporting.
- Ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given to Enabled2Parent.

#### 3. Financial planning and budgeting

- Appraising the financial viability of plans, proposals and feasibility studies
- Work with the Enabled2Parent Board and Founder to prepare and monitor budgets for new or ongoing work.

- Advise the Founder and the Board on the financial implications of strategic and operational plans.
- Present revised financial forecasts based on actual spending
- Review and record control of fixed assets and stock capital assets where necessary.
- Advising the Board on the financial strategy proposed by the Founder and reviewing and monitoring the economic plan on behalf of the Board
- Advice on Enabled2Parent reserves and investment policy
- Present regular reports on Enabled2Parent's financial position with the Founder and oversee the preparation of monthly management accounts.

### **Working with the Board:**

- Monitoring that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings
- Acting as a spokesperson as appropriate
- Using the charity's financial systems
- Be prepared to use the latest information technology (E.g., Microsoft Teams, SharePoint, video conferencing, etc.) to communicate and correspond with the Board.

### **Person Specification**

You must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, and able to provide sound strategic guidance, governance, and leadership to help drive Enabled2Parent forward.

- Ability to communicate and clearly explain financial information to non-finance Board members
- Experience in charity accounting
- Experience of charity SORP
- Relevant accountancy qualification or experience
- Knowledge of financial accounting and reporting procedures
- Hands-on book-keeping skills
- Strategic financial planning skills
- Integrity and sound, independent judgement; analytical and evaluation skills

### **Equal Opportunity**

We are committed to providing equal opportunities, and our policy is to ensure that no job applicant or employee receives less favourable treatment, particularly on the grounds of sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion or age.

We have designed this application process to help us select the best candidate for the job and to eliminate the possibility of discrimination.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always consider the interests of Enabled2Parent.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty unless the conviction is spent
- is an un-discharged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986
- Acting as a charity trustee while disqualified is an offence unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

**Next Steps:**

The Trustee Board welcomes all applications from people with accounting experience and/or qualifications. They are particularly interested in receiving applications from those who have lived experience of disability and from those from sectors of our community that are often under-represented on charity boards. Previous experience of charity finance and of being a Trustee is desirable but not essential.

**Application Process:** Please email [info@enabled2parent.org](mailto:info@enabled2parent.org) with a cover letter and CV. The closing date for applications is 1<sup>st</sup> December 2024, at midnight. The successful candidate will need a reference.