

ROLE DESCRIPTION

Trustee Treasurer

The Board of Trustees are jointly responsible for the overall governance and strategic direction of InterAct (Chelmsford) Ltd, ensuring it is solvent, well-run and delivers the outcomes for which it was established.

The Treasurer takes the lead in overseeing the financial affairs of the charity, ensuring its financial viability and that proper financial records and procedures are maintained.

Principles

- All prospective trustees must be willing to accept the legal duties, responsibilities and liabilities of a director and a trustee as set out by the Charity Commission.
- Trustees have and must accept ultimate responsibility for directing InterAct's affairs.
- Trustees should focus on the charity's strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.
- All Trustees are also asked to embrace Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Background

Founded in 1995, InterAct delivers recreational, social and skills development activities to children and young people living with SEND aged 8-25 across Mid and North Essex. These programmes are delivered in a range of clubs in various locations, operating from community venues as well as after-school clubs at specific special schools. In addition to these clubs, InterAct arranges school holiday activity days with organised trips to a wide range of locations across East Anglia, London and the South East.

Role summary

The key activities of the treasurer's role are to oversee InterAct's financial affairs, ensuring financial viability and that proper financial records and procedures are maintained. The treasurer assists other trustees to perform their financial duties, by explaining accounting requirements and providing or commenting upon financial reports in an easy to understand format.

The Board meets quarterly, with additional working groups meeting when required consisting of Board members with appropriate skills and experience.

MAIN RESPONSIBILITIES

Although the treasurer takes the lead on the following, the ultimate responsibility for all financial affairs falls to all trustees. Sub groups may be set up to ensure that these responsibilities are shared and do not only fall to the treasurer.

As well as the responsibilities expected of all trustees, detailed in the generic trustee role description, the following is expected of the Treasurer:

- To ensure InterAct's financial resources meet its present and future needs and obligations
- To ensure that InterAct has and follows an appropriate policy on financial reserves
- To ensure that appropriate accounting procedures and controls are in place
- To advise on financial implications of InterAct's strategy, and ensuring budgets are aligned
- To ensure that any investments are made prudently

- To ensure that all legal requirements on investments and fundraising are complied with
- To ensure that the accounts are prepared, audited and disclosed in the manner required by law and that any recommendations of the auditor are implemented.
- To ensure procedures are in place to reduce the risk of fraud
- Keeping the board informed of its financial duties and responsibilities
- Ensuring financial reports are prepared, presented and commented upon at board meetings
- Advising on the charity's financial risk management
- Procuring and monitoring the performance of external accountancy and auditing services

PERSON SPECIFICATION

Essential criteria

- A passion or interest in supporting the development of children and young people
- A commitment to the InterAct's vision, values and mission.
- Willingness to commit the time required to prepare for and attend board and sub meetings, to read papers and communicate via email/WhatsApp
- Ability to work as part of a team
- A keen sense of strategic purpose

Desirable criteria

- Experience of governance
- Qualified and experienced accountant with business planning skills
- Knowledge of the Charity's Statement of Recommended Practice (SORP)
- Ability to operate at a strategic level
- Knowledge and understanding of the charity sector
- An understanding of core fundraising opportunities
- Working knowledge of charity, employment and/or health and safety legislation

GENERAL INFORMATION

Salary

- None, agreed expenses can be provided

Hours

- Attendance of 4 board meetings annually (usually held Thursdays 1600-1830hrs)
- Time to read board papers and attend sub-committee and other meetings as necessary
- Participate in occasional online or telephone conversations and stakeholder events.

Location

- Preference for trustees based in Essex, meetings take place at Waterhouse Business Centre, Chelmsford, CM1 2QE

Notice Period

- 3 months (but only if at least 2 trustees remain in office when the notice of resignation is to take effect)