

TREASURER

INFORMATION PACK



CHERRY TREES
CHILD FIRST DISABILITY SECOND

Registered Charity No. 800222

ABOUT US

Cherry Trees is a charity providing home-from-home short breaks for children aged 0–19 with a range of complex disabilities, including learning, physical, and sensory impairments.

We are rated 'outstanding' by Ofsted and care for more than 100 children and young people in a safe, stimulating, and fun environment. At Cherry Trees, we see the child first and the disability second, valuing every child for who they are. We are a dedicated community, enabling children to spend time with friends and enjoy new experiences while their families have a much-needed break from care.

It's an exciting time to join as (Honorary) Treasurer of Cherry Trees. We have recently opened a second home and more growth is on the horizon. We are building our internal capabilities to support this, including areas of HR, Fundraising and Communications and Finance.

WHAT DIFFERENCE WILL YOU MAKE?

Cherry Trees offers a lifeline to vulnerable children and their families. As a Trustee, you will play a key role in helping us to grow and develop and to enable us to continue to provide support and a critical lifeline to even more vulnerable children and their families in great need. You will play a key role in ensuring we have the maximum impact we can for our community.

"This is a rare opportunity to get involved at a high level in a local community charity. In the eight years I have been in the role, I have had the pleasure of seeing Cherry Trees go from strength to strength and I feel honoured to have been able to play a small part in that. The time involved is minimal compared to the satisfaction to be had in working with a great team of professionals and trustees to help make a real difference to the lives of children and their families"

THE ROLE OF A TRUSTEE

Trustees have overall responsibility for making sure the charity's affairs are run properly, legally correct, financially solvent, and remains in line with its charitable purposes and outcomes.

Statutory Responsibilities of a Trustee are:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects
- The organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are

- To contribute actively to the board of trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the chief executive officer and monitor his/her performance
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Cherry Trees Board of Trustees reach sound decisions and ensure the organisation fulfils its objects. This will involve:
 - Attending Board and other Cherry Trees meetings as appropriate (see below for more detail)
 - Participating in one or more Board sub-committee, as required
 - Scrutinising board papers and other communications
 - Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise
 - Abiding by Cherry Trees' policies and procedures, ensuring these are effectively implemented
 - Participate in activities to promote Cherry Trees to our beneficiaries, funders and the wider public
 - Contributing on other issues or areas of special expertise

PERSON SPECIFICATION

You will be able to:

- Operate at a senior strategic leadership level within an organisation
- Contribute to meetings in an engaging way
- Foster and promote a collaborative team environment
- Commit the time needed to conduct the role well

And will have:

- A strong commitment to the charity's strategic objectives; the Cherry Trees Vision and Statement of Purpose
- Strong interpersonal skills and an ability to communicate effectively
- An ability to make sound, independent judgements
- An understanding of how charities are governed - advantageous but not essential
- A broad understanding of charity finance issues and reading financial reports - advantageous but not essential
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

MEETINGS

Trustees are required to attend quarterly Board meetings that usually take place in February, May, September and December for approximately 1.5 hours and generally take place during standard working hours. Meetings take place both virtually via Teams and in person at Cherry Trees in East Clandon.

Trustees are also encouraged to participate in at least one sub-committee. These meetings are held once every quarter and generally take place during standard working hours. Preparatory work is required in advance of and sometimes following each meeting. Trustees are also required to attend the Annual General Meeting, which is combined with the September Board meeting.

VOLUNTEER ROLE DESCRIPTION:

HONORARY TREASURER



ROLE OF THE TREASURER

The treasurer is an officer of the trustee board and not a paid worker. The role of the treasurer is to ensure that all the finances and the supporting financial control systems are kept in order.

MAIN DUTIES

The following duties and qualities are in addition to the general trustee role profile:

KEY OBJECTIVES OF THE ROLE

- To provide strategic advice to the Trustees on financial matters as regards the operation and development of Cherry Trees (the Charity) within the direction set by the Chairman of the Trustees.
- To oversee the financial affairs of the Charity and ensure that they are legal, constitutional and within accepted accounting practice.
- To ensure that proper records are kept and that effective financial procedures are in place.
- To monitor and report on the financial health of the Charity.
- To oversee the production of necessary financial reports, returns, accounts and audits.

PRINCIPAL TASKS

The responsibilities of the treasurer are essential for maintaining the financial stability and integrity of the charity, ensuring that it can continue to fulfil its mission and objectives. Specifically, these include:

Financial oversight

- Ensure that all financial records are accurate, up to date and compliant with legal and accounting standards.
- Ensure that effective financial procedures and controls are in place.
- Appraise the financial viability of plans, proposals and feasibility studies.
- Chair the Management and Finance Committee (M&F) quarterly, monitor performance against budgets and ensure that Capital Expenditure is properly controlled in line with the latest Capex Policy approved by the Trustees.
- Attend half-yearly meetings of the Investment Committee at which the Charity's investment brokers report on their management of the Cherry Trees investments and measure performance against their benchmark.
- Liaise with the investment brokers as necessary to ensure that adequate liquidity (cash flow) is available and that Cherry Trees is able to meet its liabilities.
- Assist the trustees and management in ensuring that the financial reserves of Cherry Trees are maintained at an appropriate level.

Budget Management

- Oversee the production of the annual budget and propose its adoption by the board.

Financial reporting

- Work closely as necessary with the CEO and COO to appoint appropriate external auditors and to ensure that any audit recommendations are implemented in a timely manner.
- Oversee the production of necessary financial reports and accounts and present them, along with any audit recommendations, to the board.

Strategic advisory

- Provide strategic advice to the board on financial matters and help shape the charity's financial strategy.
- Work closely with the CEO and COO to ensure that a long-term financial strategy is in place, which can guide the organisation in achieving its objectives.

Board liaison

- Regularly report the financial position and ongoing financial viability of the charity at board meetings.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data.
- Assist the trustees in ensuring that appropriate steps are taken to manage financial risks that could impact significantly upon Cherry Trees.

Personal skills and qualities

- Knowledge of bookkeeping and financial management.
- Good financial analysis skills with the ability to think about the future as well as the present.
- Strong working knowledge of Excel.
- Be methodical, organised and consistent.
- Ability to communicate clearly.
- Have a strong commitment to the organisation.
- Some experience or knowledge of charity finance, fundraising and pension schemes would be an advantage.

SAFER RECRUITMENT

Due to the vulnerability of our children and young adults, applicants will be required to complete a short application form and will require an Enhanced DBS check, which the charity will facilitate.

HOW TO APPLY

To discuss the role further, please contact Liv Corbishley at liv.corbishley@cherrytrees.org.uk