

## Treasurer/ Trustee Job Description, Person Specification & Eligibility



Remuneration	Unpaid; reasonable expenses may be claimed
Location	Westminster and the wider London area as required
Time commitment:	4 to 6 Board meetings per year to include the Annual General Meeting. Attendance at fundraising events as appropriate and sub-committees. Additional time commitment for preparation for meetings and dealing with matters arising between meetings
Reporting to	Chair and co-Trustees

The most effective Boards are ones which comprise individuals from a diverse range of backgrounds, experiences and skill sets. Trustees are 'jointly and severally' responsible for the overall governance and strategic direction of the charity, its financial health, and the probity of its activities. The Board of Trustees is responsible for developing the organisation's aims, objectives and goals in accordance with the governing documents, and legal and regulatory requirements.

### Main Duties and Responsibilities

- To ensure the Young Westminster Foundation (the YWF) carries out its purposes for the public benefit as defined in the governing document
- To ensure the YWF complies with the Constitution, and legal and regulatory requirements
- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc)
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year
- Oversee the production of necessary financial reports/returns, accounts and audits

- With your co-Trustees, to provide firm strategic direction to the organisation, agreeing overall objectives, defining goals and setting targets, and evaluating performance against agreed targets
- To act in the organisation's best interests, make balanced and adequately informed decisions, and avoid putting yourself in a position where your duty to the YWF conflicts with your personal interests or loyalty to any other person or body
- To ensure the YWF applies its resources responsibly and exclusively to support or carry out its stated purposes; to ensure appropriate procedures and safeguards are in place and being followed
- To act with reasonable care, making use of your skills, knowledge and experience and taking appropriate advice when necessary
- To ensure the organisation is accountable both internally and externally; to comply with accounting and reporting requirements and ensure that the YWF is accountable to its members, beneficiaries and supporters
- To safeguard the good name, values and financial stability of the organisation
- To lead a finance working group and work closely to support the CEO and Finance Officer in ensuring the charity's financial sustainability
- Lead on appointing and liaising with auditors/an independent examiner.

The above list of duties and responsibilities is indicative and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

### **Person Specification**

Individuals are sought who have a strong understanding of, and empathy with, our mission to improve children's and young people's life changes. Experience, skills, and expertise in charitable work, combined with an interest in issues facing children and young people and an in-depth understanding of our work and ambitions are particularly sought.

All trustees should be aware of, and understand, their individual and collective responsibilities and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

### *Essential*

- An understanding of the role of Trustee; understanding and acceptance of the statutory duties, responsibilities and liabilities of trusteeship
- Knowledge of book keeping and financial management

- Excellent financial analysis skills
- A willingness and capability to devote the necessary time to effectively carry out the duties and responsibilities of the role; a willingness to be available for advice and enquiries on an ad hoc basis
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- An ability to work effectively as a member of a team, listen to others ideas' and challenge constructively
- Strategic vision, sound independent judgement and effective decision-making
- A history of impartiality, fairness and the ability to respect confidences
- A proven track record of commitment to promoting equality and diversity
- A commitment to supporting children and young people

#### *Desirable*

- Experience of leading an organisation that provides services directly to children, young people and their families
- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations in the City of Westminster
- Successful experience of operating within a board or in a senior leadership / management position in a charitable, public sector or commercial organisation, with experience in strategic and financial planning, scrutiny and overview

#### **Trustee Eligibility**

Please note that, under sections 178 to 180 of the Charities Act 2011, an individual must not act as a trustee if he / she is disqualified under the Charities Act, including if he / she:

- has an unspent conviction for an offence involving dishonesty or deception (such as fraud);
- is an undischarged bankrupt or has entered into an arrangement with their creditors (for example, an individual voluntary arrangement);or
- has been removed as charity trustee or company director because of misconduct or mismanagement.

## **Application Process**

Please send your CV and covering letter to [Phil@ywfoundation.com](mailto:Phil@ywfoundation.com)

Shortlisted candidates will be interviewed by current board members and a young person