

Treasurer/ Trustee Job Description, Person Specification & Eligibility

Remuneration	Unpaid; reasonable expenses may be claimed
Location	City of Westminster
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 the Board

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 and implementing the organisation's strategy and goals in accordance with governing documents, and legal and regulatory requirements.

Main Duties and Responsibilities

- Ensure the Young Westminster Foundation ("YWF") carries out its purposes for the public benefit as defined in the governing document;
- Ensure YWF's activities and financial affairs comply with its Articles of Association, and legal and regulatory requirements and it applies its resources responsibly with appropriate procedures and safeguards in place;
- Ensure proper records are kept and that effective financial procedures are in place;
- Monitor all aspects of the financial health of the organisation and regularly report to the Board, interpreting financial data as appropriate;
- Ensure trustees aware of their financial obligations;
- Oversee the regular review and reporting of risks and mitigations;
- Oversee the production of an annual budget and propose its adoption to the Board;
- Oversee the production of statutory financial reports, accounts and returns ensuring compliance with accounting and reporting requirements and best practice;
- Lead on appointing auditors and oversee the annual audit;

- Work closely to support the CEO and Finance Officer in ensuring the organisation's financial sustainability;
- Support the Board in setting and annually reviewing the strategic direction to the organisation, including clear objectives, appropriate targets and performance monitoring;
- At all times, act in the organisation's best interests, making balanced and informed decisions and avoid conflicts with your personal interests or loyalty to any other person or body;
- Act with reasonable care, making use of your skills, knowledge and experience and taking appropriate advice when necessary;
- Ensure the organisation is accountable both internally and externally to its staff, members, supporters and other stakeholders;
- Safeguard the good name, values and financial stability of the organisation;

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

We are seeking individuals who can demonstrate the following:

- empathy with our mission to improve the life chances of children and young people living in the City of Westminster;
- an interest in challenges facing children and young people;
- knowledge of the charity/not-for-profit sectors.

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 including the statutory duties, responsibilities and liabilities of trusteeship;
- 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;

- Broad knowledge and practical experience of financial management, accounting, statutory and public reporting, and 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;
- Experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives;
- Strategic vision, sound independent judgement and effective decision-making;
- A track record of commitment to promoting equality and diversity.

Desirable

- Experience of 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.

Trustee Eligibility

Under sections 178 to 180 of the Charities Act 2011, an individual must not act as a trustee if they are disqualified under the Charities Act, including if:

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

Application Process

Please send your CV and covering letter to helen@youngwestminster.com