

JOB DESCRIPTION

Job Title	Treasurer
Service/Department	Board of Trustees
Salary Band and scale range	N/A
Hours	(Variable) Maximum of 3 hours per month
Base	Colchester
Responsible to	Board of Trustees
Accountable to	Chair of the Board of Trustees & Chief Executive

Job Summary:

As the Treasurer you will be collectively responsible, as a member of the Board, under the governing document of Mid and North Essex Mind for overseeing the governance and strategic vision of Mid and North Essex Mind.

As a Trustee you are required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Mid and North Essex Mind. The Treasurer will also ensure that Mid and North Essex Mind remains financially viable, operates proper accounting and reporting procedures.

Key Responsibilities:

- Understand the organisation, why it was formed and what it does
- Be committed to Mid and North Essex Mind and its objects
- Be committed to equal opportunities
- Be willing to devote the necessary time and effort to Mid and North Essex Mind to ensure its proper management
- Be willing to use his/her skills and experience for the benefit of Mid and North Essex Mind and for the furtherance of its objects
- Not allow his/her personal views or prejudices to affect his/her conduct as a Trustee
- Be open minded when seeking solutions
- Have a strategic vision and be able to contribute to the continuance of the organisation and its future success
- Have good, independent judgment so as not to compromise the proper management of the organisation and/or adversely affect the reputation of Mid and North Essex Mind
- Be able to think creatively
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Be able to work effectively as a member of the board
- Have a good understanding of the concept of confidentiality
- Be able to demonstrate an ability to act with integrity, objectivity, openness and honesty
- To ensure that proper records of all Mid and North Essex Mind's financial transactions are kept
- To ensure all income is properly received and accounted for
- To ensure that payments due are made
- To ensure that necessary bank accounts are opened and properly administered

- To prepare, in conjunction with the Chief Executive and the finance function of the organisation, an annual forecast of income and expenditure
- To continue to develop the financial control systems, within the constraints available
- To ensure that draft accounts are prepared and submitted to the Auditors at the proper time.
- Meet with the Chief Executive to discuss financial risks, control measures and other areas relating to the organisations finances on a regular basis (no longer than bimonthly)
- To plan that the financial resources of Mid and North Essex Mind will meet its present and future needs
- To advise the Board of the financial implications of any forward plan or new project and to prevent the adoption of any policies which Mid and North Essex Mind cannot afford.
- Prepare and present information on an annual basis through the annual review and AGM.
- Be part of the Finance Committee and feedback information to the Board
- Ensure that investments are correctly monitored, and risks managed accordingly
- Have knowledge and understanding of Charity Compliance and SORP 2015

General:

- The post holder will be required to participate in the assessment of risk and thereby contribute towards the corporate governance agenda as appropriate.
- The role holder will be expected to keep themselves up to date on all matters relating to Mid and North Essex Mind's procedures and policy.
- The role holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or Mid and North Essex Mind, reporting any potential risks to life or property immediately in accordance with the Mid and North Essex Mind's Health and Safety policy and procedures. They must use all equipment provided to undertake their role safely.
- Refrain from smoking in any area of Mid and North Essex Mind's premises not designated a smoking area.
- Where you are a member of a professional body you are required to conform to the professional standards set by that body. You are required to ensure your registration is current and practice continuous professional development.
- Mid and North Essex Mind is committed to Equal Opportunities for all present and potential members of staff and clients. Therefore Mid and North Essex Mind expects all employees and volunteers to understand, support, and apply this policy through their working practice, which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.

As a Trustee you are required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Mid and North Essex Mind in mind. 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 aged 18 years or over**
- **not able to manage own affairs**
- **is an undischarged 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**

It is an offence to act as a charity Trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993

The Trustees of Mid and North Essex Mind have a general duty to act in the best interests of Mid and North Essex Mind as a whole. They should not do so to gain financial or other material benefits for themselves, their friends or the organisation they represent

Person Specification

Treasurer, Board of Trustees

Category	Essential	Desirable
Experience & Knowledge	<ul style="list-style-type: none"> • At least 3 years' experience of financial analysis and budgeting. • Financial experience and business planning skills • Partly or fully qualified Accountant, or with equivalent experience. • Some experience of organisation finance and fundraising • Experience of and an understanding of regulations and compliance in terms of financial reporting for charity sector, including charity VAT. 	<ul style="list-style-type: none"> • Non-executive or trustee experience on a board of management or similar governing body of an organisation of similar size is desirable
Abilities & Personal Characteristics	<ul style="list-style-type: none"> • A commitment to the aims and objectives of Mid and North Essex Mind • An ability to analyse proposals and examine their financial consequences • A preparedness to make unpopular recommendations to the board • An ability to effectively contribute to the decision-making process • Ability to work as part of a small team. 	