



## Trustee Role Description and Person Specification

<b>Role title</b>	Treasurer
<b>Time commitment required</b>	Estimated as between 1-4 hours per month maximum, which includes attendance at five MRS Management Committee meetings per year (2 hours each), plus monthly tasks (e.g. approving payroll) and occasionally liaising with the Chair and/or Director between meetings where financial issues arise.

### Introduction

Our vision is a society where everyone has a sense of control over their lives and the ability to stay independent, active and connected to the world around them.

Our mission is to provide practical help so that people who need support can live safely and well in their homes and communities.

We do this by providing a range of services and projects focusing on minor home adaptations, falls prevention, digital confidence, social isolation, therapeutic decluttering and advice and informal advocacy.

Our values are:

1. **Real world perspective:** People have overlapping physical, mental and emotional needs and assets, and we respond to these as holistically as we can.
2. **People are assets:** We all bring valuable strengths that can benefit the community.
3. **Collectivity:** Everyone benefits when we come together to support each other and share experiences and learning.

4. **Empathetic and non-judgemental:** We always attempt to understand the different contexts in which people live their lives.
5. **Equity:** Disadvantaged people should have equal access to opportunities and be supported to exercise their rights.
6. **User-led:** People define the approaches that work for them and we work with those in mind.
7. **Integrity:** We are honest with ourselves and others about our capabilities and what we can deliver.

## **Role description**

### **Overall purpose of the role**

To maintain an overview of the organisation's financial affairs on behalf of the Management Committee (MC), ensuring they are legal, constitutional and within accepted accounting practice.

### **Main duties**

- Monitor the financial standing of the organisation and liaise with the Director to regularly prepare and produce management accounts.
- Report the financial position to the MC at quarterly meetings, including cash flow, forecasting and an overview of income and expenditure.
- Oversee the charity's financial risk-management process, identify any financial risks facing the organisation and recommend appropriate action.
- Acts as a counter signatory on cheques and applications to funders and ensure that annual accounts are prepared in an appropriate format and submitted to all relevant regulators in a timely fashion.
- Ensure that the organisation's finances are responsibly managed/invested in service of the organisation's mission and the beneficiaries it serves.

- Oversee the production of an annual budget, constructively challenging assumptions where appropriate, and propose its adoption at the last meeting of the previous financial year.
- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Suggest alternative scenarios while evaluating strategic plans as part of the risk management process.
- Make sure fellow MC members are aware of their financial obligations and take a lead in interpreting financial data to them.
- Ensure that the organisation has a robust fundraising strategy and monitoring its implementation.
- Advise on whether the financial resources of the organisation meet its present and future needs, and on any remedial action required.
- Ensure that the organisation has an appropriate reserves policy and that the MC is kept informed of the free reserves position.
- Ensure that proper records are kept, appropriate accounting procedures and controls are in place (in line with audit and Charity Commission/Companies House requirements) and that the organisation operates within a sound financial framework.
- Ensure that the charity has an appropriate investment policy, where applicable, and monitoring it.
- Ensure that any restricted funds received for specific purposes are appropriately spent and accounted for.
- Guide and advise the MC to formally approve the annual report and audited accounts, drawing attention to important points in a coherent and easily understandable way.
- Liaise directly with the independent accountant, Director and/or Chair from time to time regarding financial issues.

### **Person specification**

- Knowledge and experience of finance and fundraising practice relevant to voluntary and community organisations.
- Good financial analysis and evaluation skills.
- Ability to communicate clearly and explain complex financial information to other members of the Board and stakeholders.

- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of working with statutory and/or grant-giving bodies.
- Competent IT skills and ability to use Zoom.
- Willingness and confidence to speak up in meetings and challenge thinking in a constructive way where necessary.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Understanding of the diverse range of needs, experiences and assets of people with support needs (we work primarily with older people, people with disabilities and people with mental health issues).
- Understanding of diversity issues and barriers that may impact people's ability or desire to engage in volunteering or use our services.
- Commitment to our mission and vision and shared belief in our values.