

Role Description for Treasurer

Post: Treasurer & Trustee of Para Dance UK Board (Executive Position).

Salary: This is a voluntary role Para Dance UK will refund reasonable travel and subsistence expenses and all work-related expenses.

Location: Home and office-based. Trustee meetings will be held in Para Dance UK head office (Watford) and via Zoom.

Hours: A minimum commitment of 8 hours per month. Trustee meetings are conducted every 3-4 months, a total of 4 a year. The Board will also conduct a monthly 1-hour conference call to discuss key areas around Para Dance UK.

About The Post: In this role, as part of the Board of Trustees, and with the CEO and Senior Management Team (SMT), you will have the opportunity to help inspire, set and maintain the charity's vision, mission and values, as well as developing strategy. With fellow Trustees, you will be responsible for ensuring compliance and accountability for finance, legal and governmental obligations.

Role Purpose:

- To assure the Board that the charity's financial affairs are legal, constitutional and within an accepted accounting practice
- To oversee all financial aspects of the charity on behalf of the Board to ensure the charity's short and long term viability. Ensuring the charity's strategic and operational plans are underpinned by robust and fit for purpose financial management
- To assist the chair, other honorary officers and the chief executive in ensuring that the Board fulfils its duties and responsibilities for the proper financial governance of the charity. This includes the provision of advice, guidance, challenge and reassurance on all aspects of the Charity's financial activities
- Oversee the transformation of the charity's financial procedures and protocols, including implementation of new accounting software
- Assist Para Dance UK to meet charity SORP (FRS 102) requirements (Statement of recommended practice)

Key responsibilities

Overview

- To monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits
- To chair the finance sub-committee on behalf of the Board
- Identify and bring to the attention of the Board, any financial risks facing the charity
- Present accounts at Para Dance UK Annual Forum Meeting

Specifically

1. General Financial Oversight

- Oversee and present budgets, accounts and financial statements to the Para Dance UK Board
- Liaise with SMT about financial matters
- Ensure that appropriate financial system, controls and records are in place with the Management and Finance team and reviewed regularly
- Working with the CEO to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance
- Working with the CEO, ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation
- Work with Finance Team to prepare accounts for external Examination and liaising with the examiner, as required

2. Funding, Fundraising and Sales

- Work with Management and Finance team to ensure the use of funds complies with conditions set by funding bodies
- Work with Management to ensure fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls
- Ensure effective monitoring and reporting
- Ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given

3. Financial planning and budgeting

- Appraising the financial viability of plans, proposals and feasibility studies
- Work with Para Dance UK Board and SMT to prepare and monitor budgets for new or ongoing work
- Advise the SMT and the Board on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spending
- Review and record control of fixed assets and stock capital assets where necessary
- Advising the Board on the financial strategy proposed by the chief executive and review and monitor the financial strategy on behalf of the Board
- Advice on Para Dance UK reserves and investment policy
- Present regular reports on Para Dance UK financial position with SMT and oversee the preparation of monthly management accounts

Working with the Board:

- Monitoring that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings
- Acting as a spokesperson as appropriate
- Using the charity's financial systems
- Be prepared to use the latest information technology for communicating and corresponding with the Board (E.g. Microsoft Teams, SharePoint, videoconferencing etc)

Person Specification

You must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, providing sound strategic guidance, governance and leadership to help drive Para Dance UK Forward.

- Experience of charity accounting Experience of charity SORP
- Relevant accountancy qualification or experience
- Knowledge of financial accounting and reporting procedures
- Ability to communicate and clearly explain financial information to non-finance Board members
- Hands-on book-keeping skills
- Strategic financial planning skills
- Integrity and good, independent judgement; analytical and evaluation skills

Equal Opportunity

- We are committed to providing equal opportunities and our policy is to ensure that no job Application or employee receives less favourable treatment, particularly on the grounds of sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion or age
- We have designed this application process to help us select the best candidate for the job and to eliminate the possibility of discrimination

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Para Dance UK 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 an un-discharged 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.