

Trustee recruitment Treasurer application pack

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Introduction

METRO is recruiting for a new Treasurer to lead on finance as part of the charity's voluntary Board of Trustees. The charity is in a period of dynamic change. We have recently appointed a new CEO, who will be leading our operational teams and the Board of Trustees through a development phase, as we look to review our vision, mission, and purpose, and renew our organisational strategy. We are proactively seeking to become an anti-racist organisation, as well as working to support wider changes around our approach to EDI.

We want to create an environment in which intersecting identities are valued and represented across the team, especially in our senior roles while fulfilling METRO's constitutional stipulation for majority LGBTQ+ identifying staff and trustee teams. This intersectionality includes, but is not limited to, people of colour, young people, gay, lesbian, bisexual, trans, non-binary, gender-fluid and gender-diverse people, and people with lived experience of socio-economic inequities.

Role description

The Treasurer will oversee the financial and assurance matters of the charity in line with good practice and in accordance with the governing document and legal requirements. The Treasurer will report to the Board of Trustees at regular intervals about the financial health of the organisation to enable the Board to better make strategic decisions. The Treasurer will ensure that effective financial and other risk measures, controls and procedures are put in place and are appropriate for the charity.

Time Commitment

The expected time commitment for the role, is no more than 2-3 days per month, which would largely be for preparing for, and attending, the following schedule of meetings:

- 6 x Board of Trustee meetings (2hrs)
- 6 x Sub-Committee meetings (1 hr)
- 2 x Board / Executive Team Away Days (6 hrs)

There may be other time commitments required, based on organisational needs e.g. to sit on interview panels for executive level posts.

Responsibilities

Overarching responsibilities

- Governance – to encourage high standards and promote the efficient and effective use of staff and other resources throughout the organisation.
- Strategic Leadership – to lead the Board's Finance sub-committee and ensure good governance.



Specific responsibilities

- Maintain a close relationship with the Chief Executive Officer (CEO) and the Director of Finance and Resources (DFR).
- Maintain an overview of METRO's financial affairs.
- Ensure the financial stability and viability of METRO.
- Work with the DFR to ensure that proper financial records and procedures are maintained.
- Work with CEO and DFR to ensure financial records are prepared to audit stage.
- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objects as defined in its governing document.
- Ensure the organisation applies its resources exclusively in pursuance of its objects.
 - The charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of METRO.
- Ensure the effective and efficient administration.
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- With the Chair, to appoint the CEO and monitor their performance.
- Undertake appraisal processes as requested by the Chair.

Additional duties

- With the CEO and the DFR, overseeing and approving budgets, accounts and financial statements.
- Being assured that the financial resources of the organisation meet its present and future needs.
- Ensuring that the charity has appropriate reserves and investment policies.
- Ensuring that appropriate accounting procedures and controls are in place.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring that there is no conflict between any investment held and the aims and object, policies and legal responsibilities of the charity.
- Through the DFR, ensuring equipment and assets are adequately maintained and insured.
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinized in the manner required (independent examination or audit) and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.
- Sitting on appraisal, recruitment and disciplinary panels as required by the Chair.

Terms

- The position of Treasurer is unpaid.
- The Treasurer of METRO Charity will be appointed by the Board of Trustees and may only serve as Treasurer for a maximum of three consecutive years.



Person Specification

Experience and Knowledge	Skills and Abilities
Experience and knowledge of managing the finances of a medium size charity or organisation and pension schemes. A recognised financial and/or accounting qualification.	
Financial management expertise and understanding of issues affecting the charity sector, both internally and externally.	Ability to communicate financial information clearly, and able to use IT competently.
Understanding of the legal duties, responsibilities and liabilities of trusteeship.	Fair independent judgement, and a willingness to think critically and speak up when needed.
	Work in partnership with the Chair, CEO, Executive Team to support the organisation to reach its aims and objectives. Skills to analyse proposals and examine their financial consequences.
	Able to attend meetings outside of work hours.

For more information or if you would like to speak to someone about this role, please email: [TBC](#)