

## Earthworks Trustee Role Description

### Name of role:

Treasurer Trustee

### Purpose of role:

The Treasurer takes the lead at board level on:

- reporting to the Board on the charity's financial matters, performance and controls
- making sure the charity keeps proper accounts
- playing a key part in the drawing up and reviewing of financial policies, working jointly with staff
- ensuring that the charity has robust and effective financial controls in place
- recommending reserves policy and ensuring there are safeguards to the charity's finances

### What you will get out of the role:

- Make a difference to the lives of adults who have learning disabilities or mental health difficulties.
- Help the environment and support conservation efforts and education.
- Feel valued and part of a team.
- Use your professional skills and knowledge to benefit others.
- Get to know and support the local community.
- Play a key role with a well-respected and award-winning local charity.

### Activities involved in the role:

- Overseeing and presenting budgets, internal accounts and annual financial statements
- Leading in the Board's duty to ensure that proper accounting records are kept and that financial resources are properly controlled
- Leading in the development and implementation of financial reserves and cost management policies
- Leading in the drawing up and review of financial policies

- Liaising with the members of staff responsible for financial activities
- Overseeing the implementation of and monitoring of specific financial controls; including advising the Board regularly on Charity Commission best practice
- Advising on the financial implications of the charity's strategic plan and any proposals involving significant expenditure
- Liaising with external auditors
- Acting as a counter-signatory on payments as required

We will want to work with the new Treasurer to define the detail of the role.

### Skills, experience and qualities:

- A recognised financial qualification and relevant financial experience, including of tax and pensions; and preferably, experience of charity finance
- A commitment to the charity's objects, aims and values, with a determination to make a difference for vulnerable adults in the community
- Good, independent judgement
- Integrity and awareness of confidentiality

### The time commitment, location and timings:

- 1-2 hours per week variable and flexible
- Contact, mainly by email, with members of staff involved in financial matters and Trustees
- Board meetings are held several times a year, at Earthworks in the evenings. We may also arrange occasional training events.

### Contact details:

Stephen Pike, Joint Project Leader:

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