

## **CHANGES BRISTOL**

### **Trustee - Treasurer Job description**

#### ***Background***

Changes Bristol is a mental health charity that provides peer support groups and befriending services for people based in Bristol and the surrounding areas. A growing charity that continues to improve and expand the support provided. The role of the Treasurer is pivotal to the strategic development of the charity and is responsible for overseeing the financial management of the organisation alongside the Co-Directors. The Treasurer is an integral role within the Board of Trustees.

#### ***The mandate of the Board of Trustees:***

To discuss, consider and develop the strategic direction of Changes Bristol and the financial matters of the organisation. Continuously managing and monitoring the finances, activities, services and development.

#### ***The duties of the Treasurer:***

There are three broad categories for within which the financial responsibilities of the Treasurer sit:

- General financial oversight
- Financial planning and budgeting
- Financial reporting

Within this, the key responsibilities are:

1. Leading strategic and financial matters for the charity, including;
  - Working with the rest of the Board to develop Changes Bristol's future strategy
  - Maintaining a strategic overview of Changes Bristol's financial requirements and situation and reporting back to the Board
  - Keeping the Board informed of its financial duties.
  - Ensuring adherence to legal requirements and to best practice.
  - Anticipating the financial opportunities and risks and reporting on these to the Board.
2. Oversight of Changes Bristol's financial planning, including:
  - In conjunction with the Charity's directors, preparing budgets for approval by the Board
  - Monitoring the overall spend of Changes Bristol's activities against budget
  - Reviewing the Reserves Policy annually and making recommendations to colleagues on the Board.
  - Preparing with the directors the Charity's annual report to be presented to the Board and presented at the Annual General Meeting (AGM).

- Assist the Directors in the preparation of the management accounts so that the annual statutory accounts can be prepared by the charity's accountants. Liaising with the accountants and directors as necessary.
- Monitoring the Charity's investment strategy and ensuring activity is consistent with the organisation's policies and legal responsibilities.

### 3. Overseeing Changes Bristol's banking and accounting, including;

- Providing advice and guidance to the directors and the Board re banking procedures/ accounts management.
- Being a signatory for the Charity's bank account.

### **General Responsibilities;**

#### ***Board Meetings***

- Some home working is possible, though it would be preferable for around half of annual meetings to be attended in person.
- Preparation of a report to present at each Board meeting detailing the progress made with any outstanding role-specific projects.
- Participation in any agreed sub-committee meetings as required

#### ***Email communication***

- Participate in Trustee discussions via email on key matters relating to the Board and Changes Bristol business.
- Respond to Trustee emails in a timely fashion.

#### ***Workload***

- Take responsibility for role-specific responsibilities as outlined above and ensure that agreed actions are carried out within the expected timeframe.

#### ***Director and Trustee of Changes Bristol***

- Be registered as a Director of the registered company and Trustee of the charity.
- All Board members have a responsibility to ensure that Changes Bristol is managed legally and to best practice and to ensure that it does not enter into any financial obligations that it does not have funds to meet.

#### ***Conflicts of interest***

- Provide details to the Board Team of any financial (or other) conflicts of interest that may be relevant to the role as Board member.

#### ***Important criteria for post***

Financial qualification and experience

Previous experience of charity finance management

Knowledge of managing budgets or book-keeping

Previous experience of streamlining financial procedures and processes

Skills to analyse proposals and critique financial consequences

Being prepared to make unpopular recommendations to the board.