

ROLE DESCRIPTION



Role:	Treasurer / Trustee
Responsible to:	Chair of Trustees
Works with:	Other Trustees, CEO & Finance Manager
Role type:	Volunteer
Location:	Downham, Lewisham though most work can be undertaken remotely
Approx hours per week:	5 hours per week including bi-monthly committee meetings

We are committed to increasing the diversity of our Board and making sure that we best reflect the people and families we serve. For this reason, we would particularly welcome applications from people who have a disability.

About Brighter Horizons.

Brighter Horizons runs a day centre for neurodiverse adults and those with learning disabilities, offering educational, social and leisure activities through a combination of centre and community-based provision. The centre has over 60 regular clients and we employ 24 staff. In the last financial period, our turnover was £750k and the recent acquisition of Ignition Brewery as a trading subsidiary alongside continued growth in the next 12 months means that we will reach the audit threshold in the next financial period. We have exciting plans to open another centre within the next 12 – 18 months.

Ignition Brewery is wholly owned by Brighter Horizons and employs and trains adults with learning disabilities to brew and serve great beer. Find out more at www.ignition.beer

Your key responsibilities as Treasurer.

The Treasurer, working with the Chair of Trustees & CEO, is principally responsible for overseeing the financial matters of the Charity, ensuring that these are in line with best practice and in accordance with the Charity's governing documents. Furthermore, they must ensure that accurate financial records are maintained, and robust financial procedures are in place.

1. Strategic

- Assist and advise in the formation of the Charity' strategy with, ensuring that the Charity has the necessary resources to deliver its plans.

2. Financial

- Ensure that the Board receives appropriate and regular budgetary and financial information on the activities of the Charity.
- Work with the CEO and Charity's accountants on the preparation of the Annual Accounts, ensuring that they are prepared and disclosed in the form required by funders and relevant statutory bodies.
- Work with the CEO on the preparation of the annual budget and its presentation to the Board for approval.
- To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation.
- To oversee the appointment of the Charity's accountants and review on a regular basis.
- To work in close partnership with the Finance Manager in executing their responsibilities.

3. Assets & Investments

- Ensure that the Charity has appropriate investment and reserves policies.
- Advise the Board on suitable investments and monitor the performance of these.
- Ensure that all equipment and assets are accounted for.

4. Governance

- Ensure that the Board is aware of its financial duties and compliance responsibilities.
- Ensure that all financial policies and procedures are reviewed on a regular basis.
- Ensure that the Boards scheme of delegation is reviewed on a regular basis.
- Act as Chair of the new Finance & Risk sub-committee of the Board.

Your general responsibilities as a Trustee.

In addition to the specific responsibilities outlined, the Treasurer as a Trustee also has the following general responsibilities:

- Contribute actively to the Board of Trustees' role in giving strategic direction to the Charity, setting overall strategy, policy and targets and evaluating performance against these targets.
- Ensure the financial stability of the Charity and the proper investment of its funds.
- Ensure the Charity applies its resources exclusively in pursuing its objectives.
- Ensure the effective and efficient administration of the Charity.
- Safeguard the good name and values of the Charity.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of the Charity and other Trustees.
- Participate in other tasks as arise from time to time, such as interviewing new staff or helping with fundraising.
- Attend meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting.
- Keep informed about the activities of the charity and wider issues which affect its work.

Trustees are also expected to use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance as requested by the Board on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise.

What we need from you:

- a commitment to the aims and objectives of the Charity
- a willingness to undertake the responsibilities of the role, including being able to commit time regularly
- knowledge and experience of current fundraising and finance practice, preferably relevant to the voluntary sector
- knowledge of bookkeeping and financial management
- good financial analysis skills
- an ability to communicate effectively
- an ability to maintain discretion and confidentiality

For more information or to discuss your suitability as our Treasurer, please contact our CEO, Dave King by email to dave@brighter-horizons.org

Organisation Structure

March 2024

