



TREASURER ROLE PROFILE

Swindon Carers Centre provides much needed support for unpaid family carers of all ages. We have carers registered with us from as young as 5 years old up to those in their 90's. They are caring for a family member, friend or neighbour who is unable to manage day to day due to a physical or learning disability, mental health condition or substance misuse. Carers tell us that sometimes they wouldn't know where to turn if it wasn't for Swindon Carers Centre as their caring role can be very stressful and exhausting.

Our Trustee Board is made up of Trustees and others who are co-opted to provide additional expertise and knowledge to the Board. The Board governs the organisation, takes an overview of its work, and takes a strategic approach to helping Swindon Carers Centre achieve its aims.

We strive to have a Trustee Board which is representative of carers; has the skills, experience and knowledge needed to achieve our aims; employ and support staff; comply with charity and company law and the requirements of funders.

The Board meets approximately six times a year, 4-6pm at Swindon Carers Centre, Sanford House, Sanford Street, Swindon. In addition, there are working groups (e.g. Risk Management, Finance & Audit, Fundraising) with trustee involvement that meet approximately every quarter.

What difference will you make?

The Treasurer role is vital as we face the most challenging economic climate for many years.

As a Trustee, you will have a real opportunity to use your skills to help set the strategic direction of the charity and ultimately have a significant impact on people's lives.

You will, as part of the board, with support from the CEO and Finance Manager, analyse risks and opportunities and take a balanced approach to both ensuring we meet the needs of our carers whilst protecting the sustainability of the service.

Swindon Carers Centre is determined to provide a high-quality service for all our registered carers and in 2022 we won the Wiltshire Life Charity of the Year Award.

If you are keen to make a positive impact on our community and are passionate about helping people, then Swindon Carers Centre is a great place to volunteer as a Trustee.

TRUSTEE ROLE PROFILE Treasurer

Reporting to:	Chair of Trustees
Responsible for:	Legal and financial governance of the charity
Work Base:	Remote/SCC, Sanford House, Sanford Street, Swindon, SN1 1HE

Role Purpose: Whilst the treasurer oversees the financial matters of the charity (in line with good practice and in accordance with the governing document and legal requirements), all trustees continue to be jointly and severally responsible, and therefore liable, for the administration of the charity and for ensuring the charity is solvent and financially responsible. The treasurer will ensure effective financial measures, controls and procedures are in place and are appropriate for the charity. All trustees ensure the charity is compliant with company and charity law. Trustees set the strategic direction of the charity's work and ensure the charity runs in adherence with its Governing Document and pursues its charitable purpose.

To make proper decisions the Trustees need adequate and comprehensible information about:

- The budget (what it expects to receive and spend during a fixed period or for a specific project)
- Its cash flow projections and how any shortfalls will be covered
- Its income and expenditure
- Its assets and liabilities

Treasurers' responsibilities involve oversight on six areas:

- General financial position
- Funding, contracts and income generation
- Financial planning and budgeting
- Financial reporting and SORP compliance
- Banking, book keeping and record keeping
- Control of fixed assets or stock and investment of unallocated reserves

Key Responsibilities

Specific Duties

- Assist the Chair, other trustees and the Chief Executive in ensuring the Board of Trustees fulfils its duties and responsibilities for the proper financial governance of the charity
- Liaise with the Finance Manager to oversee the development of budgets, accounts and forecasts and ensure the business plan is deliverable within the financial constraints.
- Liaise with the Finance Manager to oversee the production of management accounts and financial statements and accurately present performance information to the Board of Trustees.
- Chair the Finance sub-group and translate the risks and opportunities of finance to trustees to enable the Board as a whole to engage in an informed way.
- Work with the CEO and Finance Manager to develop a long-term financial strategy, ensuring that the Board understands the financial implications of decisions.

- Work alongside the Finance Manager, ensuring proper accounts and records are kept and financial resources are spent and invested in line with the charity's policies, good governance, legal and regulatory requirements.
- Work alongside the Finance Manager to develop, implement and monitor financial, reserves and investment policies.
- Advise on the financial health and viability of the charity and any major financial issues which may arise, including risks associated with contracts and funding agreements, and unexpected poor financial performance.
- Ensure fellow trustees are aware of their financial obligations and take a lead in interpreting financial data to them. Understand the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound.
- Help to ensure the CEO and senior leadership team have the financial information and understanding that they need to implement the organisational strategy.
- Oversee the appointing, liaising with and monitoring of external auditors and contribute to the audit and quality assurance review processes.
- Work alongside the Finance Manager to ensure the charity's annual accounts are compliant with the current Charities SORP and where needed, present the audited accounts at the annual general meeting.
- Contribute to the development of the income generation plan with other relevant members of staff.

Additional Duties

- Attend induction training
- Attend training opportunities relevant to the role and have a commitment to your own development
- To display professional boundaries at all times when meeting with carers, their families or other professionals
- To undertake a declaration of eligibility, DBS check and sign up to the update service
- Trustees are also required to complete the SCC annual declaration and the register of interests form
- To contribute to the promotion of Swindon Carers Centre's activities and campaigns
- To keep well informed about issues affecting carers generally and Swindon Carers Centre in particular
- In common with paid employees and volunteers, all trustees are required to abide by the policies of the organisation with special reference to code of conduct, confidentiality, equality and diversity, health and safety, and the safeguarding of children, young people and vulnerable adults

Time and Commitment

- Regular attendance at 6 Board meetings per year plus time to read papers and prepare for these
- Meeting with the Finance Manager on a quarterly basis to review management accounts, budgets and forecasts
- Ad-hoc involvement in finance discussions on behalf of the board
- Attendance at other relevant meetings e.g. team meetings, away days and external networking sessions and fundraising events
- Responding in a timely manner to emails from other trustees and staff
- On average around 6 hours per month

We're looking for someone who has:
A successful track record in financial management (charity finance an added bonus)
Experience of working at management or leadership level
Ability to analyse risks and opportunities and take a balanced approach to both
Knowledge and experience of current and fundraising finance practice
Willingness to work within the Charity Governance Code
Good communication skills
Ability to think strategically
Willingness to be involved with and champion Swindon Carers Centre
Commitment to Equality, Diversity and Inclusion
Commitment to effective Safeguarding
Good local networks
Experience of committee work
Understanding of a caring role

Recruitment Process

We aim to make the recruitment process as informative as possible on both sides.

Stage 1 - An informal discussion and information sharing meeting with CEO and Chair

Stage 2 – Application process

Stage 3 – Recommendation to Trustees Board

Stage 4 – Trustee Induction

At every stage of recruitment, agreements are made together about whether to progress to the next stage. **The Trustee Board is legally obliged to oversee the Trustee recruitment process, even if responsibility is delegated to a member of staff.**

Thank you for considering offering your expertise to Swindon Carers Centre. We look forward to hearing from you. If you would like to find out more information or have a conversation about the role, please contact:

Susanna Jones, Chief Executive

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Registered Company No: 3305621

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