



Me2 Club Charity Treasurer Role Profile and Person Specification

Overview

As a Charity Treasurer and member of the Board of Trustees, you will play a pivotal role in ensuring the financial integrity and sustainability of Me2 Club. Working closely with fellow trustees and the Chief Executive Officer (CEO), you will provide strategic oversight to support the charity's mission of inclusivity and support for children and young people with additional needs and disabilities.

This job description emphasizes the strategic oversight and financial stewardship required of the Charity Treasurer role at Me2 Club, aligned with the organization's mission and governance principles.

Key Responsibilities

- **Financial Oversight:**
 - Monitor and review the financial performance of the charity.
 - Ensure compliance with legal and regulatory requirements, charity law, and company law.
 - Safeguard the financial stability of the charity and oversee proper management of funds.
 - Work with the Chief Executive Officer and other trustees to develop and oversee budgets and financial projections.
- **Governance and Strategic Leadership:**
 - Contribute actively to the Board's role in setting strategic direction, defining policies, and evaluating organizational performance.
 - Ensure that all decisions align with the charity's objectives and promote the safeguarding of beneficiaries.
 - Uphold the values and reputation of Me2 Club, acting as a custodian of its mission and principles.
 - Support the performance evaluation and development of the CEO.
- **Legal and Regulatory Compliance:**
 - Ensure compliance with the charity's governing documents and all relevant legislation.
 - Oversee effective and efficient administration of the organization.
 - Champion equity, diversity, and inclusion within the charity's operations and decision-making processes.
- **Financial Reporting and Audit:**
 - Prepare and present financial reports to the Board of Trustees.
 - Liaise with the outsourced accounting team and independent examiner and oversee financial accounting, reporting and annual examination.

- **Team Collaboration and Support:**

Collaborate effectively with fellow trustees, bringing impartiality and objectivity to discussions and decision-making.

Provide mentorship and guidance to support the development of fellow trustees and ensure a cohesive board governance structure.

Qualifications and Experience:

- Passion for promoting inclusion and supporting children and young people with additional needs.
- Experience in financial management, preferably within the charity sector or similar nonprofit organizations.
- Understanding of governance principles, charity law, and regulatory requirements.
- Strong analytical skills and ability to interpret financial data.
- Effective communication skills, both written and verbal.
- Strategic thinking and ability to contribute to high-level decision-making processes.

Person Specification – Applicable qualities:

It is recognised that this role, as all trustees, is voluntary and that our paid employees and volunteers, and other trustees will provide support, assistance and resources as are available to enable you to carry out these duties within those resources.

Here is some of what we would expect from our trustees. We know that you may also need training and support from employees, from other trustees and from external organisations, and that that will be forthcoming, as necessary, to build on any area.

- **Financial Literacy and Numeracy:** A strong understanding of financial principles, including budgeting, financial reporting, and financial analysis. This includes knowledge of charity accounting standards and regulatory requirements.
- **Attention to Detail:** Being meticulous in recording financial transactions accurately and maintaining precise financial records is crucial for compliance and transparency.
- **Analytical Abilities:** The ability to analyse financial data, identify trends, and provide insights to inform strategic decision-making and budget planning.
- **Risk Management:** Understanding financial risks and implementing strategies to mitigate them. This includes monitoring financial performance and ensuring adequate internal controls.
- **Ethical Integrity:** Handling funds and financial information ethically and responsibly, ensuring transparency and accountability to stakeholders.
- **Communication Skills:** Effectively communicating financial information to non-financial stakeholders, such as board members, staff, donors, and regulators. This includes presenting financial reports in a clear and understandable manner.
- **Strategic Thinking:** Contributing to the strategic direction of the organization by aligning financial strategies with the charity's mission and goals.

- Team Collaboration: Working collaboratively with other board members, volunteers, and staff to achieve financial objectives and support overall organizational effectiveness.
- Problem-Solving Skills: Being able to identify financial challenges, propose solutions, and implement corrective actions when necessary.
- Adaptability: Being flexible and responsive to changes in the external environment, such as shifts in funding sources or regulatory requirements.
- Commitment to the Mission: Understanding and supporting the charitable mission and values, ensuring that financial decisions align with the organization's purpose.
- Continuous Learning: Staying updated on financial regulations, best practices in charity finance, and emerging trends in the nonprofit sector.
- Relevant experience through personal or professional life that will enhance the work of the charity
- A good understanding and awareness of the areas the charity operates in (Reading and Wokingham) as well as key stakeholders and partners
- Clear commitment to equity, diversity and inclusion, valuing differences to make better decisions and deliver better services for our beneficiaries
- Skills and ability to listen, even to dissenting views
- Willingness to speak your mind and to challenge other trustees <and employees> with good intent; able to make unpopular recommendations to the Board, if necessary
- Skills to analyse proposals, examine their strategic consequences and make concise recommendations
- Secure personal access to digital communication and able to competently use those resources
- Commitment to the organisation; willingness and ability to devote the necessary time & effort
- Having appropriate personal and professional contacts & networks, with willingness to draw on those as needed
- Willingness to be available to employees for advice and enquiries on a scheduled or ad-hoc basis
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Criminal Record Check:

Successful achievement of an Enhanced DBS check

Location and time commitment:

Wokingham and Reading, Berkshire

The Board meets online, every six weeks for about 2 hours (from 7pm to 9pm).

You will be expected to be able to dedicate a minimum of six hours per month to the role, preferably more, including preparation for and attendance at Board meetings.

Many of your duties may be carried out online and by phone/video, as well as face-to-face.

All trustees are also expected to occasionally meet beneficiaries.

It should be noted that the focus of this role is strategic and you will not be managing the organisation on a day-to-day basis; however, regular contact and liaison with the CEO and with other Trustees is expected.

Travel Required:

Some travel across Reading and Wokingham with some travel outside of these areas. All reasonable expenses will be reimbursed subject to charity policy.