



Treasurer – Role Description

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of More Education's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

Treasurer role

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with Chief Executive.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised.
- Lead on the appointment of and liaison with external auditors.
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.
- Chairing the Board's Finance Committee

What we are looking for

- A finance professional with extensive experience and a background in finance and accounting. A knowledge of charity finance is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Experience of being a trustee is an advantage.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors.

- Strong business acumen.
- Experience of being a trustee is an advantage.
- The available time to play a meaningful and active role in the financial processes and decision-making of the charity.

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees:

Responsibilities of all trustees

- Support and provide advice on More Education's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee More Education's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve More Education's financial statements.
- Provide support and challenge to More Education's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in More Education's operating environment.
- Contribute to regular reviews of More Education's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect More Education's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of More Education's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Attributes and qualities

We are looking for people willing to bring energy, enthusiasm, time and commitment to the role, and who will broaden the diversity of thinking on our board.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values and ethos (attached).
- Commitment to Nolan's seven principles of public life: selflessness, integrity,

objectivity, accountability, openness, honesty and leadership

Terms of appointment

Terms of office

- Trustees are appointed for a three-year term of office, renewable for one further term to a maximum of six years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time Commitment

- Attending four Board meetings annually. Currently meetings are held predominantly online.
- Monthly scheduled meeting with the CEO with flexibility to respond swiftly to the occasional ad hoc issue.
- Quarterly chairing of the Finance Committee
- Occasionally attending annual strategy days and training sessions.

**The role will be subject to full enhanced DBS checks in line with our Safer Recruitment Policy (attached).*

How to apply:

Please send your completed application form and any questions about the role to our Chair of Trustees – charlie@moreeducation.co.uk with **Treasurer Position** in the subject line.

Deadline for applications: **12th April 2024**

Following the deadline, your application will be reviewed and you may be invited for an interview before a final decision is made.

We hope to inform candidates of our decision on: **18th April 2024**