



Job title: Treasurer and Trustee

Accountable to: Chair of Trustees

Liaison with: BHCC Trustees
BHCC staff
Auditors
Stakeholders
General public

PRINCIPAL RESPONSIBILITIES

- As a Trustee of BHCC, working with other Trustees to provide leadership, challenge, strategic direction and commitment to the financial viability of the organisation
- Providing support to the Director, Business Support Team and other members of staff as required
- Attending Board meetings (11 p.a.), and other sub-committee meetings as may be required. (Sub-committees will be convened as required)
- Monthly scrutiny of Management Accounts
- Involvement in Annual Statutory Audit
- Work with Business Support Team to review and challenge the annual budget and half year forecast
- Review statutory accounts prior to AGM, and write and present the Treasurer's report at the AGM
- Lead the Finance Sub-committee when required to focus on particular matters
- Acting as an ambassador for BHCC
- Representing BHCC at events and other gatherings as required
- Participating in other activities relating to the work of BHCC, as agreed with the Chair of Trustees, and taking a significant role in at least one of the following areas:
 - Staff support
 - Fundraising

Please note: See Trustee Induction pack for full list of trustee responsibilities.

PERSON SPECIFICATION

Essential characteristics

- Knowledge

Must be able to demonstrate an interest, involvement in, or experience of the voluntary sector

- Personal skills

Strategic vision

Good, independent judgement

Ability to work effectively as a member of a team

Prepared to challenge and question

Willingness to devote the necessary time and effort to BHCC

- Finance

Financial background e.g. Accountant, Treasurer

- Communication

Must be able to present information clearly and concisely, both orally and in writing

Must possess good interpersonal and communication skills

- Equal Opportunities

Must be able to demonstrate a commitment to equal opportunities in relation to the work of BHCC

- General

Must support the values, aims and objectives of BHCC

Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Must have a flexible approach to new initiatives

Desirable characteristics

- being a parent
- fundraising, PR, marketing and communications
- business development and social enterprises
- issues facing practitioners working in Childcare and Family Support
- issues relating to the voluntary sector
- practical knowledge and experience of working at Board level