**We are seeking a Trustee with financial expertise (Treasurer), who will bring new talent to our Board.**

**About CharityComms**

CharityComms is the professional network for charity communicators. We’re here to help raise the standards of communications across the sector, to fly the flag for communications as a vital strategic function at the heart of charities, and to connect communications professionals through sharing best practice.

**Our vision:**

We enable every charity to value and use effective communications for a better world.

**Our purpose:**

We champion the value of communications and continually improve the quality of communications by connecting and inspiring our community.

**Our values:**

Championing – We’re ambitious leaders. We champion the value and impact of charity communications and your professional role in the sector.

Inspirational – We’re enthusiastic forward-thinkers. We seek out new ideas and best practice and share widely with our members.

Welcoming – We’re a warm and helpful bunch. We’re on your side.

Community – This is a place where you belong. We create a supportive, inclusive community and special interest groups within it.

We are now seeking a Trustee with financial expertise (Treasurer), who will bring new talent to our Board and help guide the work of the charity. We welcome applications from all individuals regardless of their age, gender, disability, ethnicity, heritage, sexuality and socio-economic background. **We particularly encourage applications from Black, Asian and minoritised ethnic candidates and people with disabilities, as these groups are currently underrepresented on our board. We also welcome applications from first time trustees.**

**Role Description**

The overall role of the Treasurer is to maintain an overview of the charity’s affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

It should be noted that having a Treasurer role as part of the board structure does not absolve other board members from their financial responsibilities.

**Main responsibilities of the Treasurer - Working closely with our experienced Head of Finance and Operations and the Trustees board:**

* Ensuring the charity maintains proper accounting records.
* Being instrumental in the development and implementation of financial, reserves and investment policies.
* Reviewing the robustness and effectiveness of the financial controls in place.
* Liaising with finance staff and with the charity’s auditors (including taking the lead on the appointment of the auditors).
* Advising on the financial implications of strategic and operational plans.
* Ensuring that budgets, financial statements and other accounts are prepared to the required standards.
* Reviewing the charity’s financial performance.
* Liaising with relevant staff about financial matters to ensure information presented to the board is comprehensive and clear, including management accounts, budget reports and cash flow forecasts.
* Keeping the board informed about its financial duties and responsibilities and supporting the board to ensure compliance with relevant charity finance legislation.

**Person Specification**

***Essential experience and knowledge:***

* Financial accounting, management and audit experience (with a CCAB qualification i.e. ACCA, ACA, CIMA) or with extensive charity finance experience.
* Direct experience of organisational governance, either as a trustee, committee member or senior staff member directly engaged with trustee boards.
* Strong understanding of the legal duties, responsibilities and commitments of Trusteeship.

***Essential skills, abilities and behaviour:***

* Demonstrable ability to convey financial matters to non-financial experts and where necessary coach them, so that trustees and senior staff are able to make appropriately informed decisions.
* Demonstrable ability to actively scrutinise and make clear recommendations based on management accounts or longer-term budgets.
* Demonstrable ability to challenge constructively whilst respecting skills and experience of colleagues.
* Appreciation of the nature of risk management at Board level.
* Willingness and ability to commit sufficient time to attend board meetings and to support the Head of Finance & Operations.
* Ability to bring independent judgment, impartiality, fairness and diplomacy to the role.
* Transparent, honest and diligent.
* Committed to the mission and values of CharityComms

***Desirable experience and skills:***

* Specific experience of membership organisations or professional or trade bodies, either as member, staff member, strategic partner or consultant.
* Experience of both commercial and charitable organisations.
* Direct experience of strategic financial planning and future-modelling.

**Terms of Appointment**

The Treasurer will be expected to declare any conflict of interest affecting board responsibilities on appointment and prior to each board meeting.

All trustees are expected to attend:

* Quarterly meetings of Finance, Risk, Investment and Remuneration Committee – approx. 1.5 hours per meeting.
* Quarterly board meetings – approx. 3 hours per meeting.
* 1 x Strategy day per annum – approx. 0.5 day (i.e 4 hours).
* Minimum of 2 Conferences (out of 60) organised by CharityComms every year.
* The AGM usually in October/November, each year – approx. 0.5 day (i.e 4 hours).

Trustees will serve a term of 3 years, which could be extended to 6 years. Trustees can terminate their appointment at anytime giving 3 month’s notice.

Please note that this is a voluntary position without payment; however, all reasonable out of pocket expenses will be fully reimbursed on request.

**Recruitment timetable and application**

An indicative recruitment timetable for candidates is provided below.

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| --- | --- |
| 11 June 2021 (5pm)  | Closing date for applications  |
| w/c 5 July 2021  | Candidate interviews, and opportunity to meet Head of Finance & Operations/CEO  |

If you would like to apply, please provide the following documents:

* A most recent CV
* A personal statement of no more than 2 A4 pages

Please evidence your fit against the criteria set out in the Person Specification above in your personal statement and email your application to joseph@charitycomms.org.uk

If you would like to find out more about the role or the selection process, please contact Head of Finance and Operations at joseph@charitycomms.org.uk