

# SURREY CARE TRUST

Nurturing skills | Changing lives

## TRUSTEE ROLE DESCRIPTION

<b>ROLE TITLE:</b>	Treasurer
<b>REPORTING TO:</b>	Chair of Surrey Care Trust Board of Trustees
<b>HOURS:</b>	Approx. 15 hours per month
<b>SALARY:</b>	Unremunerated (reasonable expenses paid)
<b>CLOSING DATE:</b>	30 <sup>th</sup> June 2019
<b>INTERVIEW DATE:</b>	July 2019

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**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Children's Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; giving adults a second chance of education with our pop-up **adult learning** programmes; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; working with the long term unemployed on our Lottery/ESF funded **Alliance and Aspire** programmes ; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

### Our Vision

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

### Our Mission

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of deprivation.

## The Opportunity

As a member of the Board of Trustees you will participate in the governance of the Trust, sharing your skills, knowledge and experience to help develop and deliver the Trust's strategy and achieve the Trust's vision.

All Trustees are expected to attend Board meetings which take place approximately 4 times per year. Some Trustees also serve on sub-committees and represent the charity at a variety of events.

The Treasurer is responsible for ensuring that the financial management of the Trust is in line with good practice and legal requirements, and reports to the Trustees on the financial health of the Trust.

## As a Trustee you will have:

- A commitment to the Trust
- A willingness to devote the necessary time and effort
- Strategic vision
- Willingness to act in the best interests of the Trust
- The ability to understand and accept your responsibilities and liabilities as a Trustee
- Good independent judgement
- A willingness to share your opinions and listen to the views of others
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- An ability to work effectively as a member of a team
- Effective communication skills and a willingness to participate actively in discussion
- Tact and diplomacy

## General Responsibilities of a Trustee

In addition to the responsibilities already outlined each Trustee has the following general responsibilities:

- Ensure the Trust applies its resources exclusively in pursuing its objectives and aims
- Monitoring whether the Trust complies with its governing document
- Commitment to the aims, principles and policies of the Trust
- Actively contribute to the board of Trustees' role in giving firm strategic direction to the Trust, setting overall policy and defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the Trust
- Declare any conflict of interest while carrying out the duties of a Trustee
- Be collectively responsible for the actions of the organisation and other Trustees
- Ensure the effective and efficient administration of the Trust
- Ensure the financial stability of the Trust and to help advise in the proper investment of the Trust's funds
- Regular attending, preparing for taking a full part in meetings
- Take responsibility for his / her own learning and development
- Maintain confidentiality about sensitive and confidential information received in the course of your duties as a Trustee

- Attend sub-committee meetings as appropriate
- To participate in other tasks as they arise from time to time
- To keep informed about the activities of the Trust and wider issues which affect its work

Each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the Trust's work in which the Trustee has special expertise.

### Time consideration

- The board meets at least four times a year, in various locations in Surrey
- In addition to board meetings, other contact – usually by email or telephone – will be necessary
- The time commitment for a Trustee can vary, but is usually around 15 hours per month, on average

### General Responsibilities of a Treasurer

- Along with the Chief Executive and Finance Manager, report to each board meeting on the current financial position of the Trust, with updates on statutory and voluntary income, expenditure, all in relation to the budget, and projections on the financial outcome for the year ending 31<sup>st</sup> July
- Working with the Chief Executive and Finance Manager make a proposal to the board for the Trust's annual budget
- Be available to deal with any issues that arise during the annual audit
- Prepare the financial section of the Annual Report and report to the AGM on financial results
- Monitor and report on the level of financial reserves to be maintained to ensure that at all times the Trust is operating as a going concern
- Ensure that appropriate accounting policies and procedures are in place and are reviewed regularly
- Monitor cash balances in the Trust's bank accounts, transferring funds between accounts as necessary to meet the day-to-day operating requirements of the Trust
- Authorise payments (with the Vice chairman and Chief Executive)
- Support the Chief Executive, Finance Manager, external providers and other staff on financial matters as required
- Participate and contribute in Chairman's Update meetings

### General attributes, skills and previous experience

- An eye for detail with strong communication and interpersonal skills.
- You will have the determination to follow up on board decisions and be comfortable with using the internet and making on-line authorisations of bank payments.
- Know, or be prepared to master, the requirements of the Charities Commission and Companies House
- Be comfortable handling figures and managing cash
- Appreciate the importance of budgetary controls
- Understand the need for and the operation of financial controls
- Have a financial qualification or good relevant experience

- Abide by the law (be objective and do the right thing)
- An appreciation of how funds are raised and the reliability of funding sources (trusts, voluntary donations, statutory, events etc.)
- Have an orderly mind and be methodical
- Experienced in dealing with significant sums of money
- Be available to give financial advice
- Knowledge of pension schemes
- An appreciation of the VAT implications for charities (currently SCT is not registered for VAT. This should be reviewed periodically)

**For an initial discussion about this role please contact Kate Shore, Acting Chief Executive on 07718 475996**

**To submit an application please write an expression of interest detailing your interest in and suitability for the role and send it to [recruitment@surreycaretrust.org.uk](mailto:recruitment@surreycaretrust.org.uk) – Closing date for applications is 30<sup>th</sup> June 2019**