

Trustee Role Outline

Treasurer

Description of Bereavement Matters:

Bereavement Matters - the St Albans & District Bereavement Network is a registered charity and has been operational since 2002. The organisation was set up to provide a service to help and support children, young people and adults, in the St Albans District, from any culture who have experienced bereavement impacting on their health, wellbeing or ability to function in their daily life. Bereavement Matters is well regarded and supported by local and county organisations involved with the care and education services, from where part of its funding comes. The remainder of our funding comes from grant applications, donations, legacies and other fundraising activity.

Organisation Structure:

Bereavement Matters is governed under a Trust Deed. The overall control and management of the Network is the responsibility of the Board of Trustees. There are currently 8 Trustees including a Chair, two Vice Chairs with a vacancy for a Treasurer. The organisation is actively recruiting to strengthen and enhance the skill set of the current Board of Trustees. Trustee Meetings are held every 6-8 weeks and are attended by Trustees and the Director.

Bereavement Matters employs 4 part-time staff, but also uses around 50 volunteers to support and deliver our services. The staff team are led by the Director who reports to the Chair of Trustees. The Director has overall responsibility for implementing the strategic goals and overseeing the day to day operation supported by the Network Administrator who is responsible for the office functions and Clinical Co-ordinator who oversees the bereavement support services we offer.

The finance area is currently managed by a part time Finance Administrator working 10 hours a week and supported by an Assistant Treasurer working on a voluntary basis 3-4 hours per week.

About Bereavement Matters:

- Current finances involve income/expenses of circa £120,000 per annum.
- Development & training opportunities are available to all Bereavement Matters Trustees to enhance good governance.

Outline of Tasks & Activities:

General Trustee Responsibilities:

- To have an understanding of and empathy for the aims and objectives of our charity and ensure that the St Albans & District Bereavement Network is carrying out its purposes for the benefit of the public in the local community.
- To act in the charity's best interests and strictly in accordance with the St Albans & District Bereavement Network Trust Deed, Constitution and the law.
- To attend Trustee Meetings regularly and participate fully as a member of the Trustee Board.
- To help ensure that all the charity's resources and intellectual property are responsibly, reasonably and honestly managed.
- To use reasonable care and skill, making use of your skills and experience and seeking appropriate external advice as necessary, in your shared responsibility for the charity's good governance, accountability and decision making.
- To actively promote Bereavement Matters within the local community.

Overall Responsibilities of the Treasurer:

- To oversee the financial affairs of the organisation and ensure they meet the conditions of funders, statutory bodies and comply with relevant legislation whilst meeting accepted accounting practices.
- To liaise with designated staff about financial matters and to present financial reports, budgets and updates to the Trustee Board, at the AGM, Biennial Meeting and to funding boards as necessary.

In collaboration with the Assistant Treasurer:

- To oversee the development and implementation of a sustainable funding strategy for the organisation.
- To oversee and contribute to the financial reporting, Annual Charity Commission Return, Annual Report & Accounts and ensure that appropriate systems and controls are in place.

Specific Treasurer activities:

- To ensure fellow board members are aware of their financial obligation and take a lead on interpreting financial data to them through regular reporting at Trustee meetings (to include: balance sheet, forecast, cash flow, fundraising performance, etc).
- To appraise the financial viability of plans and proposals and advise on the likely financial impacts.
- To support the Director with the financial aspects of Grant & Funding applications and facilitating the presentation of robust and compelling financial information.

- To review the annual insurance policy requirements covering Professional Indemnity, Employer's Liability and Office Contents insurance and liaise with the insurers in respect of any changes/updates required.

When required and likely time commitment:

The accounting structures are already set up.

A new accounting system is currently being researched by the Assistant Treasurer and Finance Administrator.

It is envisaged that time requirement would be about half a day per week.

Some work could be done from home, with visits to the office and Trustee meetings.

Ideal Skills required:

- Sound financial knowledge and leadership experience with an ability to delegate work to other members of the finance function as appropriate.
- Knowledge and experience of current fundraising finance practice relevant to voluntary and community organisations.
- A commitment to the voluntary sector, and a willingness to give time to put something back into the community.
- An ability to work collaboratively as part of a small team, in a relaxed and informal atmosphere.