Role Description: Treasurer

**We are looking for an exceptional and experienced qualified accountant to take on the voluntary role of Treasurer / Trustee.**

Accountable: Chair of the Breastfeeding Network

Works closely with:

Chair of Finance, Audit and Risk Committee, Finance and Systems Manager, CEO, Chair

Hours: To Be Agreed. Estimated 1.5 days (average) / month

About the Breastfeeding Network

The Breastfeeding Network (BfN) is a Scottish registered charity and a Charitable Incorporated Organisation, registered at Companies House. We work across the UK to support women, families and communities with evidence-based information and practical support. Our vision is that women and families feel supported in their feeding choices and are able to breastfeed for as long as they choose.

BfN has a wide portfolio of funded activity across the UK financed through local authority, CCG/NHS, public health, government funds and donor funds. It is a well-run, respected organisation with an effective Finance, Audit and Risk Committee. To improve the organisation’s resilience in a turbulent context, BfN has appointed a Finance and Systems Manager and would like to appoint a qualified accountant as Treasurer, to bolster the existing financial understanding and preparedness of the Board.

# Trustees (referred to as ‘Directors’ in BFN’s Articles of Association) are responsible for leading the strategic direction of the Breastfeeding Network - they ensure that funds are spent appropriately and effectively; they promote the charity and its causes; they ensure compliance with relevant regulation and they work with all the staff and volunteers to meet the needs of mothers, babies and new families that we support.

All Trustees must be committed to the aims of the charity. Non-Member Trustees are recruited by the Board based on the skills and experience required to run the charity, such as financial, communications, fundraising or legal expertise. Member Trustees are elected by fellow Members at the AGM and must comprise at least 50% of the Board at any time. This position is open to both Non-Members and Members of BfN and appointment will be based on the Person Specification below.

Role Summary

The Treasurer will work closely with the Finance and Systems Manager and CEO to provide effective leadership on the financial good governance and resilience of the Breastfeeding Network. The Treasurer will oversee monitoring of the organisation’s finances on behalf of the whole board of trustees and act as a sounding Board to the senior team in managing and planning BfN’s finances to be compliant and support the future plans of the charity.

The successful candidate will have a background as a chartered accountant, with experience of risk and strategy. An experience of working with charities and an understanding of charity finance will be highly desirable.

# Main duties and tasks

Key responsibilities of the Treasurer:

The Treasurer leads the Board on their financial governance responsibilities, keeping properly informed about strategic developments on the organisation’s finances. With the Chair of the Finance, Audit and Risk Committee, they ensure good oversight of BfN’s financial management. They also act as a sounding board and supportive advisor to the Finance and Systems Manager and CEO on sound financial operations and planning.

The Treasurer will be a counter signatory for online banking and applications to high value funders.

This may include inputting technical expertise and overseeing appropriate systems in operation for:

* Budgeting, financial control and reporting;
* Reducing the risk of fraud;
* Management of deposits and investments;
* Contract review and management including potential VAT implications;
* Meaningful reporting to the Trustees, regulators and high value/ risk donors;
* Appointment and management of the auditors;
* Managing short and long term cash flow and reserves policy;
* Cost recovery of core expenditure needs;
* Accounting systems, policies and records;

The Treasurer will also contribute to improved understanding of financial implications of the charity’s significant decisions.

# Collective responsibilities of Trustees (Directors):

* To ensure that BFN is furthering the aims and objectives of the charity that decisions taken are acted upon or appropriately reviewed
* To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation
* To always act in the interests of the organisation and its beneficiaries in line with The Nolan Principles of public life, safeguarding the good name and values of BfN and the wider charitable sector.
* To support compliance of BfN with its governing documents, charity law, company law and any other relevant legislation or regulations.
* To safeguard BfN’s assets and oversee that the use of its resources is exclusively in pursuance of its objects (it must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are)
* To oversee the effective and efficient administration of BfN including risk management
* To oversee the financial stability of BfN including accurate reporting to regulators
* To protect the wellbeing and rights of employees
* To monitor the performance of the Chief Executive Officer and to work collaboratively with the CEO and staff to whom work has been delegated by them

# Individual responsibilities

In addition to the above duties, each Trustee should use their specific skills, knowledge or experience to help the board reach sound decisions. Each Trustee should:

* Declare and proactively take responsibility for managing any actual or perceived conflict of interest1
* Attend Board meetings and the AGM; a minimum attendance at 3 out of 5 Board meetings is expected
* Scrutinise board papers and contribute to strategic questions raised to Board discussion
* Lead and participate in discussions at Board meetings in a constructive manner
* Work with other Trustees and CEO to review and take steps to improve performance against aims and objectives
* Provide insight and guidance on new initiatives
* Advocate for BfN in line with agreed priorities
* Represent BFN at request of Chair and CEO
* Contribute on areas where the Trustee has special expertise
* Respect confidentiality, and work considerately and respectfully with all, respecting diversity, different roles and opinions, and avoid giving offence
* Ensure that they receive induction and seek ongoing development

Person Specification:

What we are looking for

**The following criteria will be used to help us assess candidates for this role.**

|  |
| --- |
| **Essential** |
| * Qualified accountant with hands on experience of managing the finances of an organisation (or equivalent level, Qualified by Experience) * Understanding of charity and/ or public sector finances * Basic IT skills * Hands on experience of governance in a charity or comparable resource-constrained organisation * Experience of managing relationships with auditors and regulators * Strong affinity with and commitment to the work of the Breastfeeding Network * Proven ability to communicate and explain financial information to a board and other stakeholders * Understanding and commitment to undertake of the legal duties, responsibilities of trusteeship, and the Treasurer role in particular * The board meets a maximum of 5 times a year and the Treasurer is expected to be available for all meetings, in person or virtual – dates agreed by consultation in advance * Ready, willing and able to provide ad hoc advisory input by email and attend remote meetings with BfN |

|  |
| --- |
| **Desirable** |
| * Hands on experience of managing or auditing a charity’s finances * Knowledge / experience of the charity SORP * Experience of contributing to business planning * Knowledge of the infant feeding, early years, health or similar sectors * Knowledge or experience of information governance * Experience of public sector commissioning processes |