

The Great North Wood Collective Charity

Co-Treasurer Role Description

We are seeking an additional treasurer to help our new charity establish a sound approach to managing its finances. Experience in VAT, charity financial reporting and/or financial management would be especially helpful. The Co-Treasurer would be working with the existing Treasurer, Dr Claire Greene (appointed in spring 2018) and the rest of the Board. The Board has a proven track record in delivering fantastic Festivals in Crystal Palace and seeks to ensure it does so in a financially sustainable manner.

The previous Crystal Palace Festival was delivered by the Crystal Palace Festival Community Interest Company; it is envisaged that the new charity will take on the delivery of future Festivals and other community events.

This work would see you use your existing skills to the benefit of the south London community, working with a talented and friendly group of Board colleagues. The role would provide stimulating and interesting work to an accountant with prior Board experience. It also offers a great opportunity to a qualified accountant with no Board experience, to develop the leadership and other transferable skills necessary for Board work.

Location: Board Meetings take place at Amplett Lissimore, Greystoke House, 80-86 Westow Street, London, SE19 3AF

Reports to: Chair of the Board, Graham Whitlock

Remuneration: Board members are volunteers and are unremunerated. Out of pocket expenses can be reimbursed, where agreed in advance

<p>Days and hours of meetings:</p>	<p>Six-weekly Board meetings</p> <p>Monday – Thursday 7.45 – 9.45pm approximately</p>	<p>Additional information:</p> <ul style="list-style-type: none"> • Sub Committee/working parties – 2 hours a month (face to face or virtual) • Half day Board Planning Away Days (1 per year) take place on a weekday • Coordination by correspondence – 1 hour a month emails
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The Board meets every six weeks on weekday evenings and in addition holds a planning away day each year (on a week day).

Sub Committees and working groups are under review. They are likely to include; Business planning and Finance; Marketing, Brand and Comms; Programming; Operational delivery/ logistics. Board members are also expected to join one of the Board sub-committees/ working parties. Location for these meetings and frequency is agreed by each subcommittee. They can be virtual or face to face.

The Board:

As the strategic management body of the Great North Wood Collective charity, Board members have specific responsibilities. These include responsibility for directing the affairs of the charity, ensuring it is solvent and well run, and that it delivers its strategic plan and objectives. Board members are entrusted to look after the resources of the charity and ensure that these are used effectively for the overall purpose of the organisation. Board members are accountable for their decisions and actions to our governance structure, our local community, regulators, funders and beneficiaries.

Responsibilities of Board members:

1. To agree and regularly monitor the charity's strategic direction and ensure that it pursues its objectives in delivering these.
2. To ensure that the organisation functions within the legal and financial requirements of a charity, pursues its objects and strives to achieve best practice.
3. To contribute actively in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
4. To act in the interests of the charity.
5. To safeguard the good name, brand and values of the organisation.
6. To ensure the effective and efficient administration of the charity.
7. To ensure the financial stability of the organisation and the proper investment of funds in accordance with the charity's stated aims and objectives and relevant legislation.
8. To appoint the Festival Director, provide direction and support her and monitor her performance.
9. To use any specific skills, knowledge and experience to help the Board reach sound decisions (this will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience).
10. To chair and/or attend bodies given delegated authority by the Board.

Additional duties of the Co-Treasurer (and Treasurer):

1. Keeping the board informed about its financial duties and responsibilities.
2. Supporting the Board in its approval of budgets, accounts and financial statements
3. Supporting the Festival Director in her preparation and presentation of financial reports to the board
4. Supporting the Board in their assurance that the financial resources of the charity meet its present and future needs including the financial implications of its strategic plans and appropriate reserves policy
5. Liaising and supporting the Festival Director about financial matters including ensuring that appropriate accounting procedures and controls are in place
6. Ensuring assets are adequately maintained and insured
7. Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Charity Commission and/or the Registrar of Companies
8. If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
9. Making a formal presentation of the accounts annually and drawing attention to important points in a coherent and easily understandable way to the rest of the Board
10. Contributing to the fundraising strategy of the organisation.

Skills and experience:

- Experience of charity finance and financial reporting. Fundraising experience would be desirable, but is not essential.
- A commitment to the organisation, its values and ambitions
- A willingness to devote the necessary time and effort
- Strategic vision
- Good independent judgement
- A willingness to speak your mind
- An ability to work effectively as a member of a team
- Preparedness to make rigorous recommendations to the board on matters of finance
- Financial qualifications and experience
- The skills to analyse proposals and examine their financial consequences
- Willingness to be available to staff or Board colleagues for advice and enquiries on an ad hoc basis.