



WORTHING
CommunityChest
SUPPORTING OUR COMMUNITY

Town Hall,
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Worthing, West Sussex
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www.worthingcommunitychest.org

Trustee – Worthing Community Chest

Person specification – Treasurer

Individuals are sought who have a strong empathy with our mission to enable social and economic wellbeing in Worthing. Experience, skills, and expertise in finance combined with an understanding of our work and ambitions are particularly sought. The Treasurer must maintain an overview of the organisation's affairs, ensuring the charity's financial viability and ensure that proper financial records and procedures are maintained.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Treasurer Role Description

- Maintain an overview of the organisation's affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained.

Experience:

Essential

- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A track record of commitment to promoting equality and diversity

Desirable

- Successful experience of operating within a board in a charitable, public sector or commercial organisation

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Charity Co-ordinator

*Worthing Community Partnership
Registered office: Town Hall, Chapel Road, Worthing, West Sussex. BN11 1HA
Company Limited by Guarantee, registered in England Number. 4243893
Registered Charity Number 1098284*

Additional duties of the treasurer

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- The preparation and presentation of financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- Ensuring the organisation's compliance with legislation
- Ensuring equipment and assets are adequately maintained and insured
- 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
- 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
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

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