



Role Description – Treasurer of Bede House Association

The trustees who form Bede's Council of Management have overall responsibility for Bede House Association. The role of trustee is a voluntary one, and responsibility for the day-to-day management of the organisation is delegated to the paid Director and staff.

This is a voluntary role, but reasonable expenses may be paid. Trustees stand for election/re-election each year at the AGM.

Trustees are expected to make every effort to attend the six meetings a year of Bede Council, which meet at Bede Centre on a Wednesday or Thursday evening from 6.30pm to 8.30pm, and the AGM which normally meets from 6pm to 9pm the second Thursday in November. The Treasurer would also take a leading role in regular Finance Committee meetings through the year, to review the charity's financial performance and oversee the annual financial audit. Other occasional meetings occur from time to time, and the average commitment is approximately two hours a month.

Bede House Association is a registered charity, number 303199, and a registered company, limited by guarantee, number 420386. All trustees are members of Bede House Association, and are required to pay an annual membership of £1, or a single membership payment of £25. The liability of members is limited by guarantee to a maximum of one pound. Bede House Association holds Trustee Indemnity insurance.

Overall purpose of the role of Treasurer

To oversee Bede's financial affairs, ensuring compliance with its Memorandum & Articles, legal and regulatory requirements and good practice, and to ensure effective financial measures, controls and procedures are in operation and appropriate for Bede.

The Main Responsibilities of the Treasurer are:

- To take a lead role in ensuring the financial stability of Bede.
- To oversee and present budgets, management accounts and financial statements to Bede Council and a full annual report of the accounts at the AGM.
- To ensure that full and accurate accounts and records are maintained and that financial resources are spent and invested in line with Bede's policies, legal and regulatory requirements and good governance.
- To play a central role in the development and implementation of Bede's financial, reserves and investment policies.
- To ensure the board remain informed about its financial duties and responsibilities.

The Main duties of the Treasurer are:

- To report regularly to Bede Council on the financial health and position of Bede House Association (balance sheet, cash flow, fundraising performance etc).
- To chair finance committee meetings with the Director, Finance Manager and other parties as needed and report back to Bede Council.
- To provide advice and guidance on the financial implications of Bede House Association's strategic plan.
- To liaise with the Director and Finance Manager, where applicable, to ensure that Bede House Association's annual accounts are compliant with the current Charities SORP.
- To liaise, where appropriate, with Bede House Association's auditor.
- Fulfilling the general duties of a trustee of Bede House Association.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.

The General Duties of a Trustee of Bede House Association are:

- to ensure that Bede complies with its governing document (the Memorandum and Articles), charity law, company law and any other relevant legislation or regulations.
- to ensure that Bede pursues its charitable objects as defined in its governing document.
- to ensure that the charity applies its resources exclusively in furtherance of its objects ie the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- to contribute actively to the board of trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- to safeguard the good name and values of Bede House Association.
- to ensure the effective and efficient administration of Bede House Association.
- to ensure the financial stability of Bede House Association.
- to protect and manage the property of Bede House Association and to ensure the proper investment of the charity's funds.
- to appoint and support the Director and monitor their performance.
- in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience he/she may have to help the Bede Council of Management reach sound decisions. This will involve scrutinising Bede Council papers, leading discussions, focussing on key issues and providing advice and guidance requested by Bede Council on new initiatives or other issues relevant to the area of the charity's work in which the trustee has special interest.

As well as the core duties listed above, trustees may take on additional duties, for example as Chair, Vice-Chair, Secretary or Treasurer as elected by Bede Council of Management, or by being the named link between Bede Council and one of Bede's areas of Project activity.

Person specification

A trustee of Bede House Association will:

- adhere to the Nolan Committee's seven principles for those in public life, namely:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- have a commitment to Bede House Association.
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- a willingness to devote the necessary time and effort to their duties as a trustee.
- strategic vision.
- good, independent judgement.
- an ability to think creatively.
- the courage and willingness to speak their mind.
- an ability to work effectively as a member of a team.

Essential skills for the Treasurer role include:

- Experience and knowledge of financial management issues, in particular experience of charity finance (including SORP).
- Ability to present complex material in clear way.
- Preparedness to make recommendations to the board.
- Willingness to be available to staff and for meetings as required.

Desirable skills for the Treasurer role include:

- Experience of financial management in estates, including capital projects, refurbishment programmes, repairs & maintenance, rent & rates, facilities management.
- Knowledge of fund accounting.
- IT and digital skills.
- Ideally based in or around Southwark.

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