

AMEND Trustee Board - Treasurer Role Description

About the role:

We are a small but rapidly growing charity at a pivotal moment in our evolution. We are looking for an exceptional person to take on the role of Treasurer / Trustee. The successful candidate will have a background in finance, strategy, governance, and risk management.

About the Charity:

The Association for Multiple Endocrine Neoplasia Disorders (AMEND) is a patient group set up in 2002 to support and inform anyone affected by or interested in multiple endocrine neoplasia disorders and their associated endocrine tumours. AMEND is run by patients, for patients, and became a UK registered charity (no. 1099796) in 2003, converting to a registered Charitable Incorporated Organisation (no. 1153890) from January 1st, 2014. AMEND reports to and is regulated by the UK Charity Commission.

Our charitable aims are to improve the well-being of all persons affected by MEN and endocrine tumours by:

1. Providing support to patients and their families and friends;
2. Providing information about MEN and other relevant issues relating to genetic disorders,
3. Promoting a wider knowledge of MEN among the medical profession to assist in early and accurate diagnosis, and;
4. Assisting in future MEN research

Main Duties of a Trustee (as listed by the Charity Commission):

- Ensure the charity is carrying out its purposes to the public benefit
- Comply with the charity governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable
- Dedication to the charity's cause and objectives and willing to act as the charity's ambassador to external bodies, individuals, charities and companies.

Key tasks of the Treasurer / Trustee

The treasurer will oversee the monitoring of the organisation's finances on behalf of the whole board of trustees, to report regularly on them to the board, and to make sure that money and property are properly managed. They will work with staff to ensure that bookkeeping, record keeping, and budgeting are done properly. This includes:

- Ensuring proper systems are in place for budgeting, financial control and reporting;
- Overseeing and monitoring procedures to reduce the risk of fraud;
- Keeping all trustees properly informed about the state of the organisation's finances;
- Ensuring financial reports to the trustees are comprehensible and properly discussed;
- Ensuring accounts and other financial reports are produced in the proper form and on time as required by other bodies (such as the Charity Commission);
- Overseeing the appointment and communications with auditors or independent examiners, according to legal requirements.
- Monitor the overarching strategic management of the organisation's financial resources, and report to the CEO and the board.

- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Act as a counter signatory for online banking and applications to funders.

Main Responsibilities

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Suggest alternative scenarios while evaluating strategic plans as part of the risk management process and as part of performance and reporting scenarios.
- Ensure a high standard of management accounting is maintained in order to support informed financial decisions and efficient management of daily operations.
- Support the Director of Operations to prepare, produce and monitor the management accounts regularly.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per the Charities Statement of Recorded Practice (SORP) guidelines
- Explain technicalities of accounts in plain language which is fully understood by the trustees.
- Develop a reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and provide advice to cope with changing circumstances.
- Chair finance committees in line with standing orders and terms of reference and report findings/developments back to the board of trustees.
- Advise on the financial implications of the charity's strategic plans.

Person Specification

- Qualified accountant with demonstration of not-for-profit awareness and knowledge
- Competent IT skills, with excellent working knowledge of Xero
- Proven ability to communicate and explain financial information to members of the board and other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and the Treasurer role in particular
- Good communication and leadership skills

Time Commitment

- The Treasurer will be expected to visit the charity office at least once every four months to meet with the CEO.
- The board currently meets twice a year and the Treasurer is expected to be available for all meetings, in person or virtual – dates agreed in advance.
- The Treasurer will Chair the Financial Sustainability & Remuneration Group which meets 3 times a year.

Location

- Board meetings are conducted at either the Charity office (TN9 1RA) or virtually, or at another venue, by prior agreement

Other

The current Treasurer will be available to help you settle into the role for a pre-agreed time-period. The AMEND CEO will run an induction to the charity for you.

Contact

If you are interested in applying for this important role, please contact AMEND CEO, Jo Grey, as soon as possible at jo.grey@amend.org.uk, or 01892 516076 (09:30-14:30).