

## **Gatwick Detainees Welfare Group**

### **Trustee Treasurer - Role Description and Person Specification**

#### **Key Duties**

In addition to the general duties of a trustee, the Treasurer has particular responsibilities for maintaining an overview of GDWG's activities, ensuring they remain sustainable and that resources are used effectively to achieve the organisation's aims. They also need to ensure that GDWG maintains the highest level of financial governance and reporting.

#### **Duties as Trustee**

- Ensure that GDWG complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that GDWG pursues its objects as defined in its governing document
- Ensure GDWG applies its resources exclusively in pursuance of its objects and does not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees by giving strategic direction to GDWG, setting overall policy, defining goals, setting targets, and evaluating performance against agreed target
- Safeguard the good name and values of GDWG
- Ensure the financial stability of GDWG

#### **Duties specifically as Treasurer**

- Overseeing, approving and presenting budgets, accounts and financial statements to the Board
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with staff and Trustees about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy and monitoring its application
- Ensuring the accounts are prepared in accordance with financial best practice and meet statutory and other requirements
- Ensuring the accounts are independently examined or audited as required and any recommendations of the examiners/ auditors are implemented appropriately
- Keeping the board and staff informed about their financial duties and responsibilities
- Presenting the statutory accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way
- Approving payments and/ or expenditure in accordance with bank and investment mandates and the organisation's financial procedures manual
- Other financial and governance tasks as required
- Keeping the board and staff informed about their financial duties and responsibilities

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- Other financial and governance tasks as required

### **Time commitment**

- The number and frequency of meetings varies depends on the circumstances, but there are normally 4 meetings of the Board of Trustees each year, lasting 2-3 hours each. They are held at GDWG's offices in Crawley on weekday evenings or Saturday mornings, or by electronic means (eg Zoom)
- Additional time will be required for reading papers and meetings as required with the Director, bookkeeper, other Trustees and staff
- The new treasurer will receive a full induction and should expect to allocate half a day for this in Crawley
- We estimate that the average minimum time commitment required will be 3-4 days a month

### **Person Specification**

The Treasurer must have:

- a recognised accountancy qualification
- experience of all aspects of finance, ideally including experience of other charities
- an ability and willingness to 'roll their sleeves up' and undertake modelling and accounting work
- strong technical financial skills
- strong analytical skills
- the ability to consider the organisation holistically in all its facets, not just from a narrow financial perspective
- a good understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a commitment to the mission of GDWG
- a willingness to meet the minimum time requirement
- integrity
- empathy
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an ability to work effectively as a member of a team and to take decisions for the good of GDWG

### **Other information**

This is a voluntary role and Trustees receive no remuneration. Reasonable expenses can be claimed, in line with GDWG's expenses policy, for attendance at board and other meetings and events necessary for the fulfilment of the Treasurer's duties.