



Masorti Judaism is recruiting

Treasurer

**for a three-year term of office (non renewable) beginning 9th September 2020.
Voluntary/unpaid position.**

A. Overview

The treasurer's role is to enable the trustees to exercise their responsibilities for proper financial governance of the charity, ensuring its financial viability and maintaining an overview of its financial affairs. This involves working with the professional team and finance committee to ensure accurate financial planning and record-keeping, to provide clear reports about the charity's financial position and level of risk to the trustees, and to monitor compliance with legal and other regulatory requirements.

B. Role within the team

The charity's trustees as a whole are collectively and individually responsible for the financial management of the charity. The role of the treasurer is to act on the trustees' behalf and to ensure they have the information they need to carry out this responsibility.

At the same time, the hands-on financial work of the charity (budgeting, financial management, preparation of accounts and reports) is carried out by the professional team. As such, the treasurer's role is to work with the chief executive and other members of staff to ensure appropriate systems are in place, to monitor and oversee financial operations, and to provide high level expert advice.

The treasurer is not necessarily expected to get involved in operational financial work (bookkeeping, producing accounts etc.) as part of the role. If the professional team requires detailed advice on these matters, this will be sought from a suitably qualified person – this could be the treasurer, another member of the finance committee, or another volunteer or professional.

In order to ensure thorough, expert financial oversight, the treasurer convenes a finance committee to scrutinise in detail the financial plans and reports produced by the professional team before they are brought to the trustees for approval. Convening and chairing this committee is a vital part of the role.

C. Responsibilities

In partnership with the chief executive, finance staff and finance committee members, the treasurer will:

Governance and advising trustees

1. Ensure the trustees are aware of their financial governance responsibilities, monitor the charity's compliance with legal and regulatory requirements (eg. Charity Commission, HMRC) and advise the trustees accordingly
2. Provide advice on the financial implications of the charity's strategic and operational plans
3. Scrutinise the proposed annual budget, forecasts, management accounts and cashflow position, and advise the trustees accordingly
4. Identify and bring to the attention of the trustees any financial risks facing the charity
5. Regularly review the charity's reserves policy and reserves position, and advise the trustees accordingly
6. Review the charity's financial policies and recommend to the trustees any necessary changes

Reporting and oversight

7. Ensure the production of regular, accurate, clearly presented financial reports (budgets and forecasts, management and financial accounts, cashflow position) for the finance committee and board of trustees
8. Ensure that all charitable funds are spent in accordance with the charity's objects and that restricted funds are separately accounted for and spent for the purposes for which they are given
9. Ensure that all income due to the charity (including tax benefits) is received
10. Monitor the robustness of the charity's financial control systems and processes, conduct spot-checks, and advise on steps to minimise risks such as unexpected losses, uncontrolled spending and fraud
11. Act as a signatory on bank payments

Team roles

12. Convene and chair regular meetings of the finance committee and report on its decisions to the board of trustees
13. Attend all meetings of the risk committee
14. Oversee the appointment of auditors and the audit process

D. Person specification – required skills

1. Qualified accountant (or demonstrated equivalent knowledge and experience)
2. Knowledge of charity finances
3. A team-oriented approach to problem solving and management
4. Ability to convene and chair committee meetings
5. Proven ability to communicate and explain financial information to members of the Board and other stakeholders
6. Analytical, evaluation and strategic skills, demonstrating good judgement

7. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

E. Time Commitment

1. Attendance at monthly Board meetings, quarterly finance committee meetings, three risk committee meetings and one AGM per year and any ad hoc emergency meetings.
2. Preparation of a treasurer's report for each Board meeting and AGM
3. Approximately 2-3 hours per week for signing off payments, providing advice, involvement in discussions and email communications

F. Application Process

1. If you would like to apply for this role, please fill in a brief application form (see separate link) by mid day on Friday 7th August 2020. The election will be held at the Masorti AGM meeting on 8th September at 8pm. All properly nominated candidates will have the opportunity to address the Board and answer questions.
2. For a full role- description, more information or for an informal, confidential conversation about this opportunity, please contact our Chief Executive, Matt Plen, at 020 8349 6656 or matt@masorti.org.uk.