



Trustee Role Description - Treasurer

Key objectives of role

As an active and engaged member of the Sussex Nightstop governance team the primary objective of the Treasurer role is to maintain an overview of the organisation's financial affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained and that any statutory financial requirements are met.

Treasurer responsibilities

In addition to the main Trustee responsibilities duties of our Sussex Nightstop treasurer include:

- Providing organisational oversight and assurance that the financial resources of the organisation meet its present and future needs
- Identifying and ensuring that organisational financial risks are identified, understood and mitigated for
- Overseeing the development of, presenting and approving budgets, accounts and financial statements
- Advising and making recommendations on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate reserves policy
- Contributing to and providing oversight of the fundraising strategy of the organisation
- Preparing and presenting quarterly financial reports to the board and finance sub-group and time-to-time interim reports as required
- Ensuring that appropriate accounting and financial procedures and controls are in place
- Advise, support and work with Executive Director and Finance Officer in their discharge of financial tasks
- Ensuring that the accounts are prepared and disclosed in the form required by the relevant statutory bodies including Charity Commission and the Registrar of Companies
- Preparing and submitting the annual accounts to the accountant for their review and presentation of audited accounts at Sussex Nightstop AGM
- Ensuring that the accounts are scrutinised in the manner as required by SORP and any recommendations are implemented
- Ensuring that Sussex Nightstop trust and grant expenditure, accounting and reporting is prepared and disclosed within the purposes of gifts given and in the form required by the trusts, grants and donors

- Keeping the board informed about its financial duties and responsibilities through Board input, new Trustee one-to-one financial induction and time-to-time Board Finance workshops
- Chairing the Finance and Fundraising Sub-group which is responsible to the Board of Trustees for governance oversight of the financial resources of Sussex Nightstop. This includes ensuring resources are used efficiently and effectively, that value for money is achieved and requirements around financial monitoring and reporting to the Board, funders and regulators are met

Person Specification

Sussex Nightstop is an inclusive organisation and welcomes trustee applications from ALL members of the community including those new to Trusteeship. In order to reflect the young beneficiaries using the service, particularly welcome applications from people of colour and people identifying as LGBTQ and we value the insight that someone with lived experience of homelessness can bring.

In addition to the requirements outlined in our trustee role description, the role of Treasurer at Sussex Nightstop requires:

- Demonstrable knowledge and experience of financial management (gained in a charitable setting is advantageous)
- Knowledge of bookkeeping and financial management at a leadership level
- The skills to analyse budgets, plans and proposals and examine their financial consequences
- Budget setting and management experience
- Willingness to proactively challenge and make challenging recommendations to the board where necessary
- Availability to staff for advice and enquiries on an ad hoc basis
- Ability to communicate clearly
- Excellent attention to detail

Time requirements

Trustees are required to:

- Be a fully prepared and contributing member of the Sussex Nightstop governance team through regular and active participation at quarterly Board meetings (approx. 2 hours)
- Participate in a monthly governance sub-group (1 hour) as required
- Contribute to time-to-time start-finish governance tasks interim meetings
- Attend at related governance events such as board (and staff) away days and AGM

Induction, training and ongoing support

Our new Treasurer will be:

- Inducted into the Sussex Nightstop governance by Nightstop Chair and Director including areas of strategy, safeguarding, and risk management
- Inducted into the Treasurer role by the existing Treasurer facilitated by an extended period of dual-running

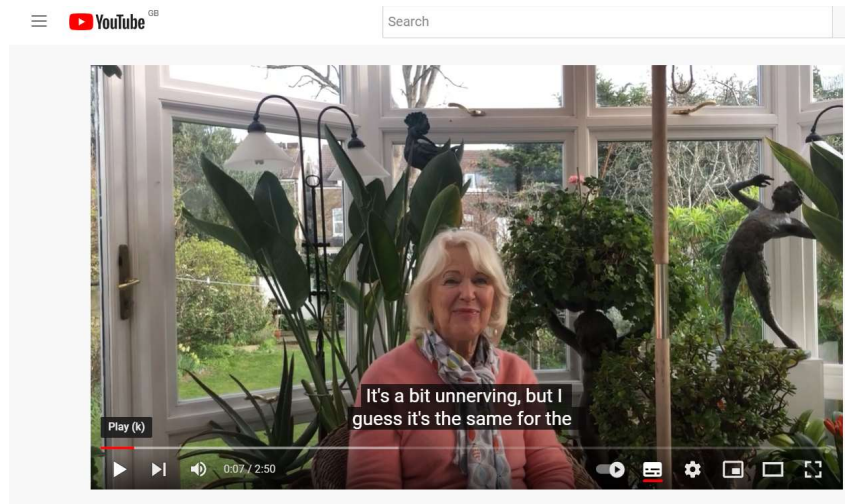
- Participate in Board training and development activities and away days that serve to strengthen governance and create a strong and coherent team
- Able to claim reasonable expenses - payable in line with standard expenses policy
- Signposted and supported to relevant governance-related training and resources to maintain Governance and Trustee-role related knowledge
- Able to access ongoing support and guidance from the Chair of Board and Director

Recruitment and Application:

Appointment of trustees to Sussex Nightstop will be subject to:

- Receipt of CV and short personal statement
- Interview and approval by the Chair of Trustees
- The supply of 2 references
- Completion of all related documentation including equality monitoring information

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Applications and/or enquiries to Tim Williamson, Sussex Nightstop Chair
tim@responsibletravel.com

A note on Disqualification

In compliance with the Charities Act, Sussex Nightstop will not appoint Trustees where a person is disqualified under the Charities Act, unless the disqualification has been waived by the Commission. Reasons being:

- disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement
- (From 1 August 2018) being on the sex offenders' register, unspent convictions for a wider range of offences including bribery and money laundering, or disobeying a direction of the Commission