

Job description – Treasurer

About Lordship Hub Co-op

Lordship Hub is a vibrant community centre and café in the centre of Lordship Rec, Tottenham's largest public park. It was established in 2014 as a community co-operative to encourage local people to take ownership and make it a great community resource. We encourage all staff, volunteers and users to become members so that they can have a say in what we do and how we do it. For both practical and ethical reasons we have a flat management structure. See: www.lordshiphub.org.uk

Our aim is to provide a space and services that are needed by park users and the local community. This includes 2 rooms for hire, and a cafe serving a menu that is all about fresh, wholesome, tasty and affordable food. Our activities and pricing have to be appealing to our local community and also allow us to run a financially sustainable organisation. We have good financial systems, a finance officer and an accountant. We now have an opportunity for a new Treasurer to join our Board as a volunteer.

Overall role for the Treasurer

- Maintain an overview of the organisation's affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained.

General responsibilities

- To ensure that the organisation complies with its governing document and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To contribute actively to the elected Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.

In addition to the above duties, each board member should use any specific skills, knowledge or experience they have to help the board reach sound decisions generally. This may involve:

- Scrutinising board papers
 - Leading discussions
 - Focusing on key issues
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- Providing guidance on new initiatives
- Other issues in which the board member has special expertise

Additional duties

- Preparing annual budget for approval by the Board
- Reviewing monthly financial summaries as prepared by the Hub's Financial Officer, performing analysis and preparing reports for briefing at the Board meeting
- Based on financial data as prepared by the Hub's Financial Officer, prepare annual financial statements to be signed off by independent examiner
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the organisation has an appropriate reserves policy
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring the organisation's compliance with legislation
- Ensuring equipment and assets are adequately maintained and insured
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- Keeping the Board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting
- Making annual financial filings to the Financial Conduct Authority
- Sitting on occasional appraisal, recruitment and disciplinary panels as required

Treasurer competencies and personal specification

- Financial qualification and experience e.g. accounting qualification, prior / current experience of advising charities / managing charity finances
- Commitment to support the aims and needs of Lordship Hub
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

The time commitment expected is around 0.5 day per month reviewing / working remotely on monthly financial reporting; attendance of monthly Board meeting (2 hours); preparation of year-end accounts – 3 days; and ad-hoc needs to resolve financial matters.

Applications

If interested, please send us your relevant details and experience: recruitment@lordshiphub.org.uk