

Treasurer - Role description

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

- To be a central part of the board and the smooth running of the business
- Maintain an overview of the organisation's affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained
- Provide the board with all financial information necessary for strategic decision making
- Together with other board members, ensure that the organisation complies with its governing document (rules and ethics), and to safeguard the good name and values of the organisation.

General responsibilities

- work closely with the Hub's finance officer to provide the board with financial statements, forecasts, cashflow information and reports for discussion at monthly board meetings.
- work closely with the Hub's finance officer and accountant, to ensure the maintenance of legally compliant financial records which supports the board in strategic decision making.
- monitor and update, where necessary, the finance policy of the organisation.
- work with the finance officer to develop departmental budgets

- Support and monitor grant funding in collaboration with our fundraiser
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience to help the board of trustees reach sound decisions. This may involve:

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

Additional duties

- Making a formal presentation of the accounts at the annual general meeting
- Ensuring that the charity has an appropriate reserves policy
- Liaising with the Personnel board member regarding any staff financial matters
- 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
- Making annual financial fillings to FCA
- Sitting on appraisal, recruitment and disciplinary panels as required

Treasurer competencies and personal specification

- Financial experience with a working knowledge of Quickbooks
- Commitment to support the aims and needs of Lordship Hub
- Good, independent judgement and communication skills
- Ability to work effectively as a member of a team
- An understanding and knowledge of Co-operative principles is preferable, but training can be given.

Time commitment

- Monthly board meetings (2 hours) with additional time to prepare
 - 1 hour minimum a month to check-in with the finance officer – by agreement
 - Where possible, attendance at Hub events
 - Attendance at the AGM
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