

## 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](http://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, an Office Coordinator with day-to-day financial responsibilities, and an accountant.

We now have an opportunity for a new Treasurer to join our Board as a volunteer. This role is for local residents with financial experience, who are able to commit at least 4 hours per month. Training from Cooperatives UK will be provided if necessary. The previous treasurer will also provide ongoing support and handover and will remain on the board.

Volunteering as treasurer is a great opportunity to get to know the local community and to contribute to making this area a great place to live.

### Treasurer responsibilities

Provide strategic leadership on financial matters, including:

- Make sure the organisation is financially viable
- Make sure the board has financial information necessary for strategic decision making
- Monitor and update, where necessary, the finance policies of the organisation
- Present the annual accounts at the annual general meeting (AGM)
- File the annual accounts with the Financial Conduct Authority (FCA)

Oversee the work of the Office Coordinator and accountants, including:

- Make sure the annual accounts are prepared by the necessary deadlines
  - Ensure that proper financial records and procedures are maintained
  - Provide the board with financial statements, forecasts, cashflow information and reports for discussion at monthly board meetings
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- Set and monitor budgets
- Monitor grant funding in collaboration with our fundraisers
- Ensure that the organisation has an appropriate reserves policy

## Responsibilities of all board members

- Maintain an overview of the organisation's affairs
- Sit on appraisal, recruitment and disciplinary panels as required
- Provide strategic direction to the organisation, set overall policy, define goals, set targets and evaluate performance
- Ensure the organisation complies with its governing document
- Safeguard the good name and values of the organisation.

## Essential Criteria

- Highly numerate
- Confident analysing and interpreting financial data
- Commitment to the aims of Lordship Hub
- Good, independent judgement
- Good communication skills
- Ability to work effectively as a member of a team
- A willingness to learn about and support Cooperative principles

## Desirable Criteria

- Experience of setting or managing budgets
- Experience of financial management
- Accountancy or finance qualifications
- Working knowledge of Quickbooks or similar systems
- Experience of working or volunteering in a cooperative

## Time commitment

Each month

- 1.5 hours of board meetings each with additional time to prepare
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- 1 hour (minimum) to meet with Office Coordinator

Other

- Where possible, attendance at Hub events
- Attendance at the annual general meeting (AGM)

### How to get involved

If you are interested in this role, please send a cover letter and a CV to [financegroup@lordshiphub.org.uk](mailto:financegroup@lordshiphub.org.uk) explaining how you meet the person specification set out in this advert.

If you have any questions, please contact [financegroup@lordshiphub.org.uk](mailto:financegroup@lordshiphub.org.uk)