



Treasurer Role Description and Person Specification

Role Title:	Treasurer (Member of Board of Trustees)
Basis of appointment:	Approx. 7-10 hours per month
Remuneration:	Voluntary (Expenses)
Reporting to:	Chair of Trustees

Our Vision

An inclusive world in which people with learning disabilities know they belong.

Our Mission

To create and model supportive community for people with learning disabilities, their families, and carers.

Our Objectives

- To provide purposeful activities which value the holistic needs and well-being of each individual and the community.
- To create an environment that promotes social development and nurtures healthy relationships.
- To offer platforms for people to express their uniqueness to the world around them and opportunities for those who want, to develop their faith.

Our Ethos

The values of The Life Project (Bath) are at the heart of who we are and what we do – they are guided by a Christian ethos. These values have strong roots in the Christian teaching and practice, whilst also being accessible and meaningful for all – regardless of background. We believe that every person is unique - fearfully and wonderfully made (Psalm 139:4) – and is a valuable gift to the world and our community. The work of the Life Project, its staff, volunteers and service users, are supported by prayer.

More about our ethos and values can be found on our website www.lifeprojectbath.org.uk

Current Services

- Day Services providing creative and purposeful activities for adults with learning disabilities in Bath and the surrounding area (currently delivered primarily at our Allotment and Barn facilities)
- Support for Family Carers including a weekly drop-in and termly retreats for parents.

- Discipleship and worship opportunities for adults with learning disabilities.
- A programme of social events for families, friends and volunteers.

Role Purpose

The Life Project (Bath) relies on a combination of volunteers and employed staff to provide services for those with learning disabilities in Bath and surrounding areas.

The Treasurer is a member of the Board of Trustees whose collective responsibility is for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Specifically the role of the Treasurer is to provide financial advice and guidance to the Board, maintain budgetary oversight, manage accounts and ensure compliance.

The successful candidate will work well with a team offering sound judgement and good financial acumen.

Overall Responsibilities:

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Main Duties:

- Liaise with relevant staff, trustees and/or volunteers to ensure the financial viability of the organisation.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at trustee meetings and annually at the AGM.
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, including: authorisation of payments, purchasing limits, purchasing systems, petty cash, salary payments, pensions, PAYE and NI payments, others as appropriate
- Appraise and provide financial input into funding bids, plans and the fundraising strategy.
- Oversee claims for Gift Aid.
- Ensure that the charity has an appropriate reserves policy.
- Arrange the compilation and agreement of the Trustees Annual Report.
- Ensure that the accounts are prepared in good time for auditing purposes and any recommendations are implemented.
- Lead on appointing and liaising with auditors /an independent examiner and any professional financial support required.
- Work closely with the Chief Executive and Bookkeeper on all the above.

The Life Project (Bath) Commitment to Safeguarding:

The Life Project (Bath) is committed to the safeguarding and protection of all children, young people and adults when they are vulnerable and follow the charity’s safeguarding policy. It is a requirement for all members of the Board of Trustees to have a current Enhanced DBS check.

Person Specification

	Essential	Desirable
<i>Personal Attributes</i>	<ul style="list-style-type: none"> • A commitment to the vision, mission, values and specific charitable objectives and ethics of this charity • A mature and committed Christian faith • Willingness to devote the necessary time and effort • Willingness to be available to staff and trustees for advice and enquiries on an ad hoc basis via email and telephone 	
<i>Qualifications</i>		<ul style="list-style-type: none"> • Relevant financial qualifications
<i>Experience</i>	<ul style="list-style-type: none"> • Previous experience of bookkeeping and financial management 	<ul style="list-style-type: none"> • Experience of charity finance and fundraising (<i>including Grants, Fundraising, Fees, Donations</i>)
<i>Skills, Knowledge and Ability</i>	<ul style="list-style-type: none"> • Good, independent, sound judgement and ability to make realistic recommendations to trustees • Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship • Ability to work effectively as a member of a team • Good financial analysis skills • Ability to communicate clearly • IT and digital skills incl. use of MS Office and electronic communication (e.g. email, Zoom). 	<ul style="list-style-type: none"> • Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations

Application Process

- For more information about this role or to make an expression of interest please contact ceo@lifeprojectbath.org.uk.
- A relevant member of the Life Project team will get in touch for an informal discussion about the role.
- There will be opportunities to visit the Life Project to understand more clearly what we do and what the role will entail.
- An application form will be provided, upon receipt of which your application will be considered, references sought, and an interview arranged.
- For certain roles an Enhanced DBS is required, if this applies you will be provided with the relevant details.