



TREASURER VACANCY

Step Together Volunteering is a charity that supports socially excluded people to participate in their community through volunteering to help them build a more positive future. Through building stronger community connections and the development of personal and practical skills, our clients are empowered to develop personal agency and overcome the barriers they face.

The charity was established over 25 years ago to promote the benefits of volunteering to young people, and now focuses on enabling people with multiple and complex needs to take advantage of the positive impact that volunteering can have in their lives. The charity's current income (turnover) is £500k approx. (accounts for the year ended 31st May 2020).

Each year we provide around 500 people with intensive 1-1 support, working with them to recognise their strengths and helping them access volunteering opportunities that meet their interests, ambitions and needs. We work through a team of peripatetic Volunteering Project Managers and have three main client groups: young people with multiple and complex needs (projects in Bristol, Manchester and Dumfries & Galloway), ex-offenders (Greater Manchester) and veterans & service personnel who are wounded, injured or sick (across England and Wales). We receive referrals from a wide variety of statutory and voluntary sources such as local authority social care teams, units from across the armed forces and other charities with whom we have developed strong partnership working.

The charity has its head office in Bristol (the central team are currently working from home) and front-line staff are home-based within the regions they cover.

Due to the current Treasurer stepping down, we are now seeking a qualified accountant to join our Board. Despite the challenges of the pandemic, the charity is in a strong financial position and we are looking for someone who is also keen to contribute to the future strategic plans for the organisation.

The Board meets at least 4 times a year (currently meetings are held virtually, but usually meetings are either in London or Bristol), and one of these meetings includes the AGM, where the Report and Accounts are presented and signed off. In addition, the Board may establish task-focused committees (there is currently a Covid-19 Committee) which meet as required, and there is an annual Trustee & Staff meeting to encourage good working relationships and enable information to be shared.

Trustees are expected to serve a minimum term of three years.

If you would like to apply for the vacancy, please submit your CV and a covering letter explaining your motivation for applying and outlining how your skills and experience would benefit the Board (please refer the role description and person specification below).

Treasurer – role description

The Treasurer will support the Board to oversee the financial matters of the charity, in line with good practice, the Articles of Association and legal requirements. Along with the CEO, they will report to the Board at regular intervals about the financial position of the charity.

The Treasurer, working with the CEO and charity staff, will ensure that effective financial measures, controls and procedures are in place and are appropriate for the charity. However, all Trustees remain jointly and severally responsible for the administration of the charity.

Main responsibilities:

- To support the Board to oversee, and to ensure appropriate presentation of budgets, accounts, management accounts and financial statements.
- To ensure appropriate presentation of accounts and records, ensuring that financial resources are spent in accordance with the charity's policies, good governance, legal and regulatory requirements.

Key activities:

- Liaising with the CEO (or other appropriate charity staff) and supporting on financial matters.
- Supporting the Board to monitor the financial viability of the charity.
- Working with senior charity staff to establish and implement sound financial processes and procedures for the control of the charity's assets.
- Advising on the financial implications of the charity's plans.
- Reviewing the annual accounts and, where applicable, liaising with the charity's external accountants to ensure the accounts are compliant with the current charities' SORP.
- Ensuring that sound financial management is maintained and ensuring expenditure is in line with the charity's objects.
- Supporting the CEO with the annual budget-setting process.

Person specification

- Commitment to the aims and objectives to Step Together Volunteering
- Understanding of Step Together Volunteering's operating environment and key governance duties of Board members
- Willingness and ability to devote the necessary time and effort to the role
- Supportive of the Chair, Deputy Chair, other Board members, CEO and charity staff team
- Accountancy qualification and senior experience
- Strategic vision, ability to prioritise and set objectives
- Good, independent judgement and competent communicator
- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee and a company director
- Adherence to the Nolan Principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Some experience of charity finance and fundraising would be beneficial.

If you would like any further information, our website is www.step-together.org.uk where you can find information about the charity's work, its staff team, the Board of Trustees, and download our most recent Annual Report and Accounts.

If you would like to have an informal conversation about this opportunity, please contact Anna-Clare Temple, Chief Executive by emailing anna-clare.temple@step-together.org.uk and we can arrange for you to speak with the Chair of Trustees, Dr Roger Donbavand.