



## **TRUSTEE ROLE DESCRIPTION – Treasurer**

### **Background**

Bike for Good is a social enterprise and registered charity that aims enable more people to cycle as their main mode of transport. Our mission is to create cities where everyone benefits from riding a bicycle. We refurbish, repair and teach communities how to maintain bikes - we improve the environment and improve mental and physical health.

We are currently looking for a Treasurer, with the passion and energy necessary to work with the Board of Trustees to drive forward a successful charity and social expertise, and to support the CEO and senior team in the next phase of development. We are looking for a Treasurer who is a trained and qualified accountant or someone who is qualified through experience in a similar role.

Board meetings every two months in Glasgow, usually on a Wednesday evening, from 6pm – 8pm. Before the board meeting the Treasurer will meet with the Finance manager in order to have all the necessary information to chair the Finance Subcommittee.

### **Responsibilities for the Treasurer:**

- To review and approve the Bike for Good monthly management accounts as produced by the Finance Manager
- To produce quarterly Finance Reports for board meetings, providing a commentary on performance versus budget and all financially impacting issues
- To attend and chair the monthly Finance Sub-Group of the Board, working with the Finance Manager and departmental heads to analyse budgetary variances and financially impacting issues
- To assist the CEO and departmental heads with the preparation of the annual budget
- To assist the finance manager with the preparation of the rolling cash flow projections
- To support the CEO, finance team with preparing year end accounts, to be filed with Companies House and OSCR.
- To provide support to the finance team with their liaison with the Auditors
- To provide support the executive team with questions around the Audit
- To provide assistance to the Finance Manager with issues and questions relating to PAYE, VAT and other statutory obligations

### **The statutory duties of a trustee**

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- 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
- 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
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

### **Other duties**

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

### **Treasurer person specification**

- Will ideally be a qualified accountant (CA, ACCA, CIMA) with charity experience, although qualified by experience would also be considered. Knowledge of Sage accounting preferable
- An in-depth understanding of accountancy and book keeping and ability to produce accurate Trustee Board reports
- Commitment to the organisation
- 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
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Time Commitment:** the role requires an estimated commitment of 3 hours per month (but may be less – we can discuss your availability, and there will ideally be a Vice Treasurer to support).

**Deadline:** The deadline for this role is **Friday, April 20th, 2018**. If you are interested in the role, you can speak to one of the directors by emailing [kierangdaly@live.co.uk](mailto:kierangdaly@live.co.uk) - you'll then be asked to send a CV and Cover Letter by the deadline outlined above. As this is a volunteer role, we'd expect no more than a page for each for the CV and Cover Letter detailing your motivations and enthusiasm for applying. We're keen on speaking to you face-to-face about why you want to get involved.