**The Open Door – Trustee / Assistant Treasurer**

This job is voluntary and unpaid. It carries the duties and responsibilities of a member of the Board of Trustees (see below) and in addition has specific responsibility for Finance.

**About The Open Door**

We are a local charity promoting inclusion in South Edinburgh. We support vulnerable older people to have fun with friends, and remain as active and independent as possible, through our social clubs and registered day care services. We provide a welcoming space for people who may be feeling lonely or isolated to chat and linger over a hot drink or light lunch in our community cafe. We enable people of diverse ages, abilities and backgrounds to contribute to their local community through volunteering in our day care services, community café and other projects.

We are proud of our reputation for delivering high quality care and support services. We were awarded “Grade 5 – Very Good” for all categories in our last inspection by the Care Inspectorate.

We were founded in 1982 by a retired nurse, Peggy Hunter in conjunction with a number of local churches, and are well-supported by the community with over 50 individuals volunteering with The Open Door every fortnight.

**Trustee/ assistant treasurer:**

**Job description:**

The appointed trustee would be expected to assist with all the duties of the Treasurer, whose overall role is to maintain an overview of The Open Door’s affairs, ensure its financial viability, and ensure that proper financial records and procedures are maintained. Responsibilities include:

* preparing and presenting budgets, accounts and financial statements in collaboration with staff
* assuring that the financial resources of The Open Door meet its present and future needs
* ensuring that appropriate accounting procedures and controls are in place
* preparation and presentation of financial reports to the board and to the AGM
* ensuring that the accounts are prepared as prescribed by regulations and submitted to the relevant statutory bodies
* ensuring that the accounts are audited as prescribed by regulations, and any recommendations of the auditors implemented
* liaising with The Open Door’s accountants and any other professional advisers the board may appoint from time to time.

**Person specification for Assistant Treasurer:**

In addition to the qualities needed by all trustees, the Treasurer should have an accounting background and business planning skills.

**All Trustee Board Members have the duty to:**

* ensure that The Open Door complies with its governing document (the Articles of Association), charity law, company law and any other relevant legislation or regulations
* ensure that The Open Door pursues its objects as defined in its governing document
* ensure that The Open Door applies its resources exclusively in pursuance of its objects. And does not spend money on activities which are not included in the objects, however worthwhile they may be
* contribute actively to the board of trustees by giving firm strategic direction, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
* safeguard the good name and values of The Open Door
* ensure the financial stability of The Open Door.

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

**Each trustee board member must have:**

* a commitment to the mission of The Open Door
* a willingness to attend meetings regularly and give of their time and expertise on specific issues
* integrity
* strategic vision
* good, independent judgement
* an ability to think creatively
* a willingness to speak their mind
* an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* an ability to work effectively as a member of a team and to take decisions for the good of The Open Door.

**Application notes**

Please email us at admin@theopendoor.org.uk to express interest, and we will send you an application form.

We welcome applications from all sections of the community. If you are interested but unsure if this role is for you, we would be happy to have an informal chat: please contact Nigel Griffiths at chair@theopendoor.org.uk

Closing date for applications: 31st August. Early applications welcomed.