**APPLICATION FORM**

**Job Description – Volunteer Treasurer**

Responsible to – The Board of Trustees working closely with the Chair, Strategy Trustee and Service Lead.

This is an excellent opportunity for a person, passionate about the proper management and flow of financial systems, to have proper influence and leadership in the financial matters of an organisation. This post would suit a person with a background in finance, strategy and governance and risk. This is an opportunity to develop in leadership and confidence within a supportive and enabling team.

**Purpose**

* To provide regular reporting on to the Board of Trustees on the funding and cash flow of the organisation.
* To manage budgets in relation to cash flow and advise staff members who maintain budgets.

**Main Responsibilities of the Treasurer**

* To oversee all financial aspects of the charity, on behalf of the Board of Trustees, to ensure its long-term viability
* To assist the Board in proper financial governance of the charity
* To ensure the charity operates within the financial guidelines of current legislation set out by [OSCR](https://www.oscr.org.uk/about-charities/charity-law/)
* To ensure the charity has sufficient financial audit controls and that these are regularly reviewed
* To identify and bring to the Board any financial risks facing the charity
* To ensure the charity’s resources are sufficient to meet the long- and short-term needs of the charity and advise on the reserves policy
* To scrutinise management accounts against the budget and report to the Board accordingly
* To scrutinise and evaluate the charity’s cash flow position
* To ensure restricted funds are spent on that for which they were intended
* To formally present the accounts to the Annual General Meeting
* To advise the Board on the financial implications and operational risks arising from Board decisions, especially the Board’s strategic and policy decisions

**Statutory Financial Reporting**

* Board level liaison with external auditors on specific issues in the auditing process and related board representations.
* Guide and advise fellow trustees to formally approve the annual report and audited accounts.
* Explain technicalities of accounts in plain language which is fully understood by the trustees.
* Develop reserves policy and safeguard the organisation’s finances.
* Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

**In relation to Governance**

* Lead the Board’s duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
* Chair finance sub committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
* Advising on the financial implications of the charity’s strategic plans and overseeing the charity’s financial risk-management process.
* Lead in the development and implementation of financial reserves, cost management and investment policies.

**Qualities of a Treasurer**

**Essential**

* Qualified accountant with demonstrated commercial awareness and knowledge.
* Knowledge of charity SORP and impending changes.
* Competent use of IT skills.
* Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
* Analytical and evaluation skills, demonstrating good judgement.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Good communication and leadership skills

**Desirable**

* Demonstrated knowledge and experience of charity fundraising and finance practices.
* Dedicated to the organisation’s cause and objectives and willing to act as the charity’s ambassador to external bodies, charities and companies.
* Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
* A team-oriented approach to problem solving and to management.

**Time commitment and location**

* The Board meets at least 4 times a year and the chair is expected to be available 4 times in a year.
* You will be a member of a sub-committee which will meet 2 times in a year.
* Board meetings are held at the organisation’s premises: 10 Constitution Road, Dundee, DD1 1LL

**Personal Details**

Forename/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications and training** – Please enter details of any qualifications or training courses you have attended which are relevant to the role

|  |  |  |
| --- | --- | --- |
| Date | Qualification/training | Name of Organisation |

**Experience** – Please give Experience which is relevant to the role

|  |  |  |
| --- | --- | --- |
| Dates | In what Capacity? | Brief description. |

 **Suitability for the Post**

Referring to the job description and person specification, please outline in up to 600 words how your experience, qualities and learning make you suitable for the post.

 

**Values**

Alternatives Listening Rooms are an organisation committed to a person-centred approach. We support people in their decision making around pregnancy choices and relationships and support those who have experienced abortions, pregnancy loss and baby loss without advising or judgment. How supportive do you feel about this approach?



**Conflict of Interest**

Please detail any potential conflicts of interest that you may have as a team member for Alternatives Listening rooms.

A conflict of interest could be work within another Counselling centre, are involved in commissioning our services, etc. This may not restrict you from being part of our team but complies with good practice for employees/volunteers.



 **Referees**

Please provide the names and addresses/email of two responsible persons for reference purposes. Referees should not be related to you and should have a knowledge of your ability to volunteer in this role. All references will be taken up. You should secure prior agreement of referees before providing their names.

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |

**Declaration of offences**\* (see note below)

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?

YES / NO

Note: The disclosure of an offence may be no bar to your appointment You do not need to declare any minor motoring offences.

Have you ever been the subject of investigation or enquiry into abuse or inappropriate behaviour?

YES / NO

Nature of offence / investigation / enquiry:

 

Date of offence / investigation / enquiry:

 

\* Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Of-fenders Act 1974 (Exemptions) Order 1975.

You are not therefore entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and in the event of an appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people.

**Disclosure Certificate**

In order to ensure there is no bias in our recruitment decisions, accessing the disclosure certificate will be the final part of our recruitment process and will only be requested when we have provisionally offered the role, subject to a satisfactory disclosure.

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application the information will be used in the administration of your role with us.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Providing any misleading information or false information to support your application will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

**Statement to be signed by the applicant**:

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information I have given may be used for registered purposes under the Data Protection Act 1984.

I also declare that I have the right to work legally in the UK and shall bring passport and/or necessary evidence should I be invited to interview.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM

Your completed application should be submitted via email by sending it to info@alternativesdundee.co.uk or to Alternatives, 10 Constitution Road, Dundee, DD1 1LL. Feel free to call us on 01382 221112 for any further information or any assistance in completing the application form.

Please attach a copy of your CV