



Role Description

Board Member – Treasurer

Role Title: Member of Baby Bank Network Board of Trustees
Reporting to: Chair of the Board

Role

To maintain an overview of the BBN's financial affairs, ensuring that it is financially viable and solvent, to ensure that proper financial procedures are operated and that proper records are kept.

Introduction

As the strategic management body of Baby Bank Network, Board members have specific responsibilities. These include responsibility for directing the affairs of Baby Bank Network, ensuring it is solvent and well run, and that it acts within corporate and charity law. Board members are entrusted to look after the resources of Baby Bank Network and ensure that these are used effectively for the overall purpose of the organisation. We encourage candidates to apply who can help increase the diversity of the Board so as to make our organisation more inclusive.

We are looking for someone with experience working in a finance role to act as our Treasurer, accompanied with a real desire to make a difference to families struggling to provide the essentials for their young family. Baby Bank Network currently has five employees: an Office Manager, Operations Supervisor, Fundraising Coordinator, Project Support worker and a newly appointed CEO (May 2023) as we enter a period of growth to support more families in need across Bristol. Our recent staff expansion has allowed us to remove trustees from day to day operational finance arrangements.

The treasurer will work closely with our new CEO to ensure:

- (1) BBN new operational management structures remain fit for purpose as we go through a further period of growth
- (2) Our new 5 year strategy agreed at the end of 2023, is based on sound financial planning and forecasting, with clear I&E plans.

1 Role Summary

Responsibilities

- Ensuring that the financial resources of BBN meet its present and future needs and obligations
- Ensure the trustees are informed about their financial duties and responsibilities
- Ensure that BBN follows an appropriate policy on financial reserves
- Ensure that proper accounting records are kept and that appropriate, documented accounting procedures and financial controls are in place, including freelance staff as well as staff employed by BBN
- Ensure that the accounts are audited in accordance with applicable accounting standards and as required by law and the relevant regulations, e.g. the Charity Commission and Companies Act 2006.

Duties

- Oversee and support CEO to present budgets, accounts, reports and financial statements to the Trustees
- Liaise as appropriate with members of staff who have responsibilities for financial activities of BBN
- Liaise with the BBN's auditors as appropriate
- In conjunction with senior staff, create and ensure implementation of sound financial instruments, controls and systems, for the control of BBN's assets
- Advising on the financial implications of BBN's strategic objectives
- Act as a signatory on BBN's banking transactions in line with Standard Financial Instructions and pre-agreed limits, including online banking, and any applications for funds, e.g. for grants and awards
- Assisting the CEO with annual pay reviews
- Establish and Chair the Finance, Audit and Risk Committee
- Sit on recruitment and disciplinary panels where appropriate and in line with BBN's agreed procedures
- Will contribute actively to the Board of Trustees' role in giving financial direction to the organisation including overseeing financial policy, goals, targets and evaluating performance against agreed targets
- Being assured that the financial resources of BBN meet its present and future needs
- Leading on identifying financial risks facing the organisation and recommending appropriate action.
- Contribution to procurement decisions such as insurance and other contractual commitments.

Annual Responsibilities

- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year (Feb/March)

- Production of the annual statutory accounts in accordance with the Charities Commission format, together with leading on appointing and liaising with an independent examiner. (Sept, due to file in January after the end of the financial year)

2 Main Responsibilities of Board members

1. Ensure our charity is carrying out its purposes for the public benefit and contributing to setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
2. Comply with our governing document and the law.
3. Act in the charities best interests
4. Manage our resources responsibly
5. Act with reasonable care and skill - for example preparing for meetings, including reading any documents or undertaking such research as necessary to contribute properly to discussions and decisions, as well as attending meetings and training.
6. Ensure the charity is accountable - both internally and externally.

3 Time Commitment

- The Board meets approximately every 6 weeks, usually in an evening and via Zoom/ Teams.
- You may be required to attend special events (such as fundraising and celebration events)

4 Person Specification

- Qualified Accountant
- Knowledge and experience of current financial practice in the charitable sector desirable
- Knowledge or experience of business and committee procedures
- Proven ability to communicate and explain financial information to members of the board and other stakeholders
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and the Treasurer role in particular
- Good communication and leadership skills
- Mentoring/ Coaching Experience is desirable, in order to support our staff adopt new operational finance arrangements and embed new reporting structures.
- Commitment to the work of Baby Bank Network
- An ability to work effectively as a member of a team
- A willingness to speak your mind
- Familiarity with Xero desirable but not essential