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| **Job title:** | Treasurer and Trustee |
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| **Accountable to:** | Chair of Trustees |
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| **Liaison with:** | BHCC Trustees BHCC staffAuditorsStakeholdersGeneral public |

**PRINCIPAL RESPONSIBILITIES**

* As a Trustee of BHCC, working with other Trustees to provide leadership, challenge, strategic direction and commitment to the financial viability of the organisation
* Providing support to the Director, Business Support Team and other members of staff as required
* Attending Board meetings (11 p.a.), and other sub-committee meetings as may be required. (Sub-committees will be convened as required)
* Monthly scrutiny of Management Accounts
* Involvement in Annual Statutory Audit
* Work with Business Support Team to review and challenge the annual budget and half year forecast
* Review statutory accounts prior to AGM, and write and present the Treasurer’s report at the AGM
* Lead the Finance Sub-committee when required to focus on particular matters
* Acting as an ambassador for BHCC
* Representing BHCC at events and other gatherings as required
* Participating in other activities relating to the work of BHCC, as agreed with the Chair of Trustees, and taking a significant role in at least one of the following areas:
* Staff support
* Fundraising

Please note: See Trustee Induction pack for full list of trustee responsibilities.

**PERSON SPECIFICATION**

**Essential characteristics**

* Knowledge

Must be able to demonstrate an interest, involvement in, or experience of the voluntary sector

* Personal skills

Strategic vision

Good, independent judgement

Ability to work effectively as a member of a team

Prepared to challenge and question

Willingness to devote the necessary time and effort to BHCC

* Finance

Financial background e.g. Accountant, Treasurer

* Communication

Must be able to present information clearly and concisely, both orally and in writing

Must possess good interpersonal and communication skills

* Equal Opportunities

Must be able to demonstrate a commitment to equal opportunities in relation to the work of BHCC

* General

Must support the values, aims and objectives of BHCC

Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Must have a flexible approach to new initiatives

**Desirable characteristics**

* being a parent
* fundraising, PR, marketing and communications
* business development and social enterprises
* issues facing practitioners working in Childcare and Family Support
* issues relating to the voluntary sector
* practical knowledge and experience of working at Board level