

96 Mansfield Road

 Nottingham

 NG1 3HD

 Tel: 0115 958 4278

 Email: info@relate-nottingham.org.uk Website: [www.relate-nottingham.org.uk](http://www.relate-nottingham.org.uk)

Dear Candidate,

Thank you for your interest in becoming a Trustee Treasurer of Relate Nottinghamshire.

Relate is the leading relationships charity. We work to develop and support healthy relationships across Nottinghamshire by delivering high quality services that change lives – last year more than 1000 people accessed our information, support, and counselling.

Relate Nottinghamshire provides a range of services from our traditional Relationship Counselling to Family and Young Peoples Counselling. Our second biggest service is Psychosexual Therapy and Sex Addiction Counselling, which is surprising to some people, but their effects can be devastating to couples and individuals alike. In 2020 we introduced a free 30-minute telephone counselling service which is highly popular. This year we are introducing a new Divorce Mediation Service. We also offer free counselling to many people in partnership with local and national organisations.

We are looking for someone who can work with our CEO and Finance Officer in an operational capacity helping to prepare bi-monthly accounts for our Board, working with the Board on budget setting and analysing and interpreting income streams. At the start of the pandemic, we moved our services and back-office procedures online and we now want a financial accounting system to help support our digital ambition. We are also in the process of selling our building and will be looking for investment advice from the proceeds.

This role would suit someone with management accountancy experience in a commercial background or someone at the start of their accountancy career looking to get wide ranging experience in all aspects of financial management.

If you think you could help us achieve our ambitions or would like more information or just an informal chat about the role, please contact our CEO Paul Dunnery at paul.dunnery@relate-nottingham.org.uk

Best wishes,

Tricia Wray

Chair of Trustees

Relate Nottinghamshire

**The Role of the Board of Trustees**

The Board of Trustees is responsible for developing and maintaining the overall strategy for Relate to deliver against its charitable objects.

The role of the Board of Trustees is to govern Relate in line with its vision, aims and charitable objectives and to provide overall policy direction.

The Board of Trustees is responsible for the overall governance and strategic direction of the Charity, developing its aims, objectives, and goals in accordance with the Articles of Association, legal requirements, and regulatory guidelines.

It is collectively responsible for promoting the success of the Charity by directing and supervising the Charity’s affairs. Its role is to provide leadership within a framework of prudent and effective controls which enable risk to be assessed and managed.

**The Role of Treasurer**

As a co-opted member of the Board of Trustees, the role of Treasurer is not confined solely to financial matters. Indeed, strong financial governance touches every aspect of our services and underpins the quality and range of them as well as our strength as a charity. As such, we expect the Treasurer to play their part in important decision making which affects the governance of the organisation as whole. The Treasurer will play an essential part in the future of Relate, not only as someone who will maintain oversight of the financial viability of our organisation, but as a strategic thinker, a team player and as a dynamic member of our dedicated Board of Trustees.

Whilst we are open to applications from a wide variety of professional backgrounds, strong and demonstrable financial management expertise is essential. In addition, experience in strategy, governance, business development, legal, risk and change management would be useful.

**Role summary**

* •  Provide leadership and direction to the Board of Trustees in terms of financial planning and strategy, risk management and financial strategy.

•  Maintain an overview of the organisation’s affairs, ensuring its financial viability and ensuring that proper records and procedures are maintained and that financial resources are controlled, invested, and economically spent in line with governance, legal and regulatory requirements.

•  Liaise with the CEO and Finance Officer regarding financial matters.

**Main responsibilities of the Treasurer**

* •  Advise the Board of Trustees regarding the financial implications, risks and opportunities of the organisation’s strategic plans, suggesting alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios to ensure the organisation remains financially secure.
* •  Oversee the risk management process, ensuring that the internal control environment covering both financial and non-financial matters is appropriate for the size and nature of the organisation and is operating as designed.
* •  Oversee planning and budgeting processes in conjunction with the Board of Trustees, CEO and Finance Officer and constructively challenge where required. Ensure delivery is made in line with agreed timescales and is based on sound assumptions.
* •  Ensure all strategic plans are financially appraised, meeting Board criteria, and that budgets are aligned to both short-term and long-term objectives.
* •  Report to the Board of Trustees on the financial health of the charity including income and expenditure performance against budget, cash-flow forecasting, income sensitivity, cost management; always ensuring data completeness and accuracy and timeliness of communication.
* •  Provide strategic guidance to the Board of Trustees in the areas of business development that results in only contribution enhancing activity being pursued.
* •  Ensure the organisation has an appropriate investment policy which is commercially viable and does not conflict with its charitable aims.
* •  Maintain an appropriate reserves policy, keeping the Board of Trustees informed of the free reserves position on a timely basis and advise on coping with changing circumstances.
* •  Board level liaison with external auditors on specific issues in the auditing process and related Board representations to provide comfort that the Board is managing the organisation effectively.
* •  Guide and advise fellow Trustees to formally approve the annual report and audited accounts, explaining technicalities in plain language which is fully understood by the Trustees.
* •  Ensure that annual accounts are submitted to all relevant regulators in a timely fashion.

**Person specification**

You should be able to demonstrate and provide evidence of the criteria listed below within your written CV. These will be tested further at the interview stage.

**Essential**

* •  Demonstrable experience in financial management and strategy.
* •  Demonstrated commercial awareness and analytical skills. Computer literate.
* •  Understanding and acceptance of the role’s legal duties and responsibilities.
* •  Commitment to the charity’s objectives, aims and values and a willingness to devote sufficient time to carry out responsibilities.
* •  Independent judgement with the ability to think creatively in the context of the organisation and the external environment.
* •  Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
* •  Balancing tact and diplomacy with willingness to challenge and constructively criticise.

**Desirable**

* •  Qualified chartered accountant.
* •  Knowledge of the type of work undertaken by the organisation.
* •  A wider involvement with the voluntary sector.
* •  Skills and experience in one or more areas of non-executive governance, e.g. strategic planning, business management, risk, HR, Trusts or other grant giving bodies, particularly fundraising and legal knowledge.
* •  Prior experience as a Treasurer and/or Trustee.

**Time commitment**

* •  The term of office is 3 years.
* •  The Board meets at least 6 times a year.
* Regular meetings with the CEO and Finance Officer.
* •  Attendance at the Board Development Day.
* •  Attendance at Business Planning Days and other meetings as appropriate.

Company Limited by Guarantee, Registered Company No. 04178259, Registered Charity No. 086299