

Role Title:	Treasurer
Reports to:	Chair of Trustees
Key relationships:	Chair, Chief Executive (CE) and Senior Management Team
Experience:	Finance, strategy and governance, fundraising, legal, risk
Remuneration:	This is voluntary, but YUAF will pay reasonable travel expenses.
Term:	Two-three years, with the possibility of extension.

Time commitment:

The induction will take place over three months. During this time, the time we require from you will be more than usual to ensure that you have an in-depth understanding of YUAF and, through this understanding, help you craft your role with us.

First three months time commitment:

- Safeguarding training (3- hours online NSPCC training)
- Equality, diversity and inclusion training
- Induction to YUAF and the role (approximately 10 hours over the three months)

Regular time commitment:

- attendance and contribution to 3-hour bi-monthly Board of Trustee meetings
- 0-2 hours per week monitoring/ availability: and
- the occasional in-person presence will be valued at team bonding/celebration/ fundraising events

Location: For the most part, this is a remote role, with Board members meeting on ZOOM. However, we would love to see you in person at the aforementioned events, and you are always welcome to visit current projects and programmes to get a feel for the work you are supporting.

The Role: a summary

As the treasurer, your role would be crucial to the success of the YUAF strategy over the next few years.

You will be expected to keep an up-to-date understanding of YUAF's financial position and finances in the broader sector so that you can inform the Board and advise the CE regarding:

- cash-flow forecasting;
- income streams;
- outgoing expenses;
- YUAF's financial health; and
- the overarching strategic management of YUAF's financial resources.

In addition to monitoring the above, you will also:

- oversee YUAF's financial risk management process; and
- liaise with external auditors on financial issues, ensuring that YUAF's finances are responsibly managed for the public interest and the betterment of YUAF's work for the beneficiaries we serve.

Main responsibilities (directly relating to financial matters)

- Guide and advise the Board of Trustees in the approval of budgets, accounts and financial statements, within a relevant financial policy framework.
- Advise the Trustees and the Chief Executive, on the financial implications of the YUAF's strategic and operational plans and key assumptions included in the annual budget .
- Work with and support the Chief Executive.
- Confirm that the financial resources of YUAF's meet their present and future needs and that there are appropriate policies in place to assure this.
- Review finance reports and management accounts, to ensure accurate and timely monitoring of the financial health of YUAF.
- Ensure that accounting procedures and controls are adequate and comply with company law, charity commission requirements and audit requirements.
- Ensure that the accounts are properly audited, and that accepted recommendations of the auditors are implemented
- Keep the Board of Trustees informed about their financial duties and responsibilities and take a lead in ensuring that they understand the content of financial reports to the Board of Trustees.
- Oversee protection of the assets (e.g., leases, significant contracts)

Person Specification - what you will need

Essential

- A commitment to realising YUAF's mission
- Experience of operating at Board or Committee level, either executive or non-executive
- Experience in effective, fair and impartial decision-making
- Experience in strategic development and implementation
- A willingness to devote the necessary time and effort to the duties of effective trusteeship
- Some knowledge and understanding of the issues confronted by young people at a socio-economic disadvantage
- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending change.
- Competent IT skills.
- Ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating sound judgment.
- Understanding and accepting the legal duties, responsibilities and liabilities of Trusteeship.
- Effective communication and leadership skills.

Desirable

- Demonstrable knowledge and experience of charity fundraising and finance practices
- Dedicated to the YUAF's cause and objectives and willing to act as a YUAF 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, understanding HR issues, experience of Trusts or grant-giving bodies, particularly fundraising and legal knowledge