

Role Description

Role Title:	Treasurer
Reports to:	Chair of Board of Trustees
Key relationships:	Chair, Chief Executive Officer (CEO) and Senior Management Team
Experience:	Finance, strategy and governance, fundraising, risk
Remuneration:	This is voluntary, but YUAF will pay reasonable travel expenses.
Term:	2-3 years, with the possibility of extension.

Time commitment:

The induction will take place over three months. During this period, 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 20 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 financial monitoring / meetings: 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 YUAF's strategy and delivery. 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 CEO 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)

1. Budgeting and strategic financial planning

- 1.1 Ensure strategic plans are financially evaluated and budgets align with short-term and long-term objectives each year.
- 1.2 Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- 1.3 Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and performance and reporting scenarios.

2. Management reporting

- 2.1 Ensure a high standard of management accounting is maintained to safeguard assets.
- 2.2 Liaise Chief Executive and Fundraising Manager to ensure that management accounts are prepared and produced regularly.
- 2.3 Statutory Financial Reporting Board level liaison with external auditors on specific issues in the auditing process and related Board representations if required.
- 2.4 Guide and advise fellow Trustees to approve the annual report formally and audited accounts.
- 2.5 Explain technicalities of accounts in plain language, which the Trustees fully understand.

3. Reserves policy

- 3.1 Advise and manage the reserves policy and safeguard the organisation's finances.
- 3.2 Keep the Board informed of free reserves position regularly and advise to manage to change circumstances.

4. Main responsibilities of the treasurer (relating to Governance)

- 4.1 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.
- 4.2 Lead the Board's duty in developing and implementing financial reserves, cost management, and investment policies.
- 4.2 Advise on the financial implications of the charity's strategic plans and oversee the charity's financial risk-management process.

Person Specification - what you will need

Essential

- A commitment to realising [YUAF's mission, vision and values](#)
- 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 judgement.
- 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 of HR issues, experience of Trusts or other grant-giving bodies, particularly fundraising and legal knowledge.

Apply

To apply, please express your interest via our short **application form**:

>>> <https://forms.gle/btzXTSugxLfppVyB9>

If shortlisted, we will then contact you with further details of our interview and onboarding process.