

## Treasurer Trustee

Nepacs is a long standing charity, formed in 1882 and predominantly supporting people impacted by contact with the criminal justice system. Over recent years we have expanded our delivery to include support for other individuals who face challenges and disadvantage in their lives including people who have experience of being in care.

We are also ambitious for the future.

Over recent years, we have been growing, diversifying the range of projects we offer and locations in which we work. We have been developing services that are responsive to the changing needs of those we support, reflecting the political, economic and health changes we all face. This has meant remaining agile and creative in a challenging world. Our Trustees have played a crucial role in achieving this.

Now we wish to build on that work, further strengthening the organisation and reaching out to more people who need our support. To this end, we need new Trustees able to support the senior leadership team to achieve its goals, while also acting as guardians of the health and sustainability of a well-respected and long-standing organisation.

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### What will our Treasurer be doing?

We are looking to appoint a Treasurer to join our board of trustees who will provide organisation oversight and ratification of all financial matters associated with our charity. They will provide guidance to our senior leadership team and the Board on financial matters and, as such, should possess the necessary skills, experience and qualifications.

The Treasurer will advise the wider Board of Trustees regarding financial viability, and ensure that proper financial records and procedures are maintained and followed. They will also assist other trustees to perform their financial duties, by interpreting and explaining the financial reports and requirements.

As Treasurer they will keep the Board informed of its financial duties and responsibilities and ensure compliance with regard to the preparation and submission of annual accounts. They will also perform ad hoc audits and testing of financial procedures to provide financial assurance, and present reports to the Board and at the AGM.

We are looking for someone who can commit to attend at least ten meetings per year which will include our Board Meetings, AGM and Business Development Sub Committee plus attendance at our yearly Board Strategy Away Day, and, ad hoc meetings as required. Most meetings take place in Durham and Bowburn, County Durham, with other meetings by Zoom.

The role of Trustee is not accompanied by any financial remuneration. However, all of our trustees will be offered ongoing training and support, and expenses for travel may be claimed.

This is a great opportunity to contribute to the future direction of our charity. Working alongside fellow Board members, our senior leadership team, staff and our dedicated volunteers, our treasurer will be central to our mission to expand the support we offer to individuals and families who have been affected by adverse situations in their lives – enabling us to support a positive future for all.

## What are we looking for?

We are seeking a positive and dedicated treasurer to join our Board of Trustees who is willing to devote the necessary time and effort to this pivotal role within our charity.

The role of Treasurer is crucial to our charity's continued success and strategic development and we would expect applicants to bring vital skills and experience.

The Treasurer would ideally have a financial qualification, experience working in an accounting role and at least two years' experience of charity finance and fundraising.

We would also expect them to possess the skills to analyse and interpret financial information, and be willing to give financial advice and respond to enquiries from any Trustees, staff or volunteers on an ad hoc basis.

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## Interested in applying?

If you are interested in applying please download the role description from our website [www.nepacs.co.uk/page/job-vacancies](http://www.nepacs.co.uk/page/job-vacancies)

We would like all interested applicants to send us a CV and a written statement (by email to [recruitment@nepacs.co.uk](mailto:recruitment@nepacs.co.uk)) explaining why they would like to be a treasurer trustee of Nepacs, and what skills, experience and knowledge they will bring to the role.

If you would like to have an informal chat about the role or recruitment process please email our chief executive officer Amanda Lacey ([alacey@nepacs.co.uk](mailto:alacey@nepacs.co.uk))