

## Role description

### Treasurer Trustee

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#### About us

Nepacs is a long standing charity which has been working in the north east since 1882, 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.

Our team of approximately 70 staff and 100+ volunteers provide a range of services for individuals, their families and friends, including:

- Provision of prison visitors' centres, tea bars, family support work and supervised play areas for children during visits
- Youth projects which provide support to young people facing isolation or stigma
- Specialist services for care leavers and young people in care
- Specialist support for women involved with the criminal justice system
- Support for people within court settings
- A telephone listening service
- An early days in custody service for those entering prison
- A small grant scheme for individuals and families impacted by the criminal justice system
- Free caravan holidays for families of prisoners
- A 'departure lounge' service for people leaving prison and community based support for individuals subject to probation services

#### Our values

**Supportive**

**Trustworthy**

**Respectful**

**Positive**

**Welcoming**

**Job Title: Treasurer Trustee**

**Time:** We are looking for someone who can commit to attend at least ten meetings per year which will include our Board meetings and business development committee. Plus attendance at our yearly Board strategy away day, AGM and ad hoc meetings as required

**Remuneration:** The role of trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed

**Location:** Most meetings take place in Durham City and Bowburn, County Durham, with other meetings by Zoom

## Role of Treasurer Trustee

We are 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.

The treasurer will provide organisation oversight and ratification of all financial matters associated with the charity, ensuring governance is adhered to. The treasurer will advise the wider Board of trustees regarding the financial viability, and ensuring that proper financial records and procedures are maintained and followed. The treasurer will assist other trustees to perform their financial duties, by interpreting and explaining the financial reports and requirements. The treasurer will perform ad hoc audits and testing of financial procedures to provide financial assurance.

### Tasks and responsibilities:

- Oversight of the preparation and presentation of the financial reports to the Board
- Liaising with the financial accountant, business director, CEO and auditors as required
- Advising the Board of trustees in respect of the financial matters including position and viability of the organisation
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring the organisation works to its reserve policy
- Ensuring appropriate accounting procedures and controls are in place; and ad hoc testing of such procedures
- Advising on the financial implication of the organisation's strategic plan
- Ensuring the organisation has an appropriate investment policy
- Monitoring the organisation's spending and ensuring it is consistent with the organisation's policies and legal responsibilities

- Ensuring accounts are prepared in the form prescribed and submitted to the relevant statutory bodies
- Ensure that the accounts are audited in the manner prescribed, and any recommendations of the auditors are implemented
- Contributing to the fundraising strategy of the organisation
- Attending regular Board meetings (bi-monthly) and being an active member of the business development committee
- And of course we also want our treasurer to have fun, enjoying the challenge of playing a pivotal role in the future of a growing charity and getting a real sense of pride and achievement in helping our charity succeed.

### **Person specification for a Treasurer Trustee**

In addition to the qualities needed by all trustees, the treasurer would ideally possess the following:

- Financial qualification and have experience working in an accounting role
- At least 2 years' experience of charity finance and fundraising
- The skills to analyse and interpret financial information
- A willingness to give financial advice and answer enquiries from any trustees, staff or volunteers on an ad hoc basis