**Treasurer of Blind and Sight Impaired Society (BASIS)**

Based in Basildon, BASIS was established to promote the welfare of, and to improve the independence and quality of life for all those who have a visual impairment, their families and carers. As part of its mission, BASIS believes that it is important to raise awareness of the needs of visually impaired people to the sighted community, changing attitudes, thereby bringing both groups to a closer understanding of each other. (Further information at [www.basissouthessex.org.uk](http://www.basissouthessex.org.uk)).

BASIS has 500 members and provides a range of educational and social activities along with providing a range of training and advice. They have a resource centre and recently introduced a befriending service. They have a good relationship with Guide Dogs and RNIB and often co-host events with them. They have strong links with the NHS and social care services.

BASIS was established 20 years ago and until recently was run by its board of trustees on a voluntary basis. Recent funding has created a number of paid posts including that of a General Manager to provide operational running of the organisation and enabling the board to take on a more strategic focus.

In addition to this BASIS recently secured funding from Big Lottery’s Reaching Communities Fund and as part of this has undertaken a review of its governance and embarked on a process of diversifying its board. BASIS has identified a need to focus on financial management along with business planning and is looking to recruit a new treasurer and at least one additional trustee (advertised separately) through this process.

It is therefore an interesting time to join this organisation as it grows and develops providing the new treasurer with an opportunity to join an organisation where financial management is a priority and where they can really make a difference.

**General Background Information on the Board**

The current Board has 6 active members including Chair, Secretary and Vice Chair. The treasurer recently left creating a vacancy for a new treasurer. 3 members of the board are either blind or visually impaired. Ideally the organisation would like 8 trustees including the new treasurer. The board is undertaking a separate process to recruit the other new trustee(s).

The board is responsible for the strategic management of the affairs of BASIS between annual general meetings. It conducts its business through properly regulated meetings and follows agreed processes and procedures. The treasurer is a key role on the board responsible for overseeing its financial affairs and supporting the finance officer.

BASIS is located close to Basildon station and therefore would suit anyone from East London, Essex, Kent and Hertfordshire. Any expenses are reimbursed.

**Role Description – Treasurer**

**Overall Purpose of the Job:**

To support the General Manage, Chair and other Trustees in strategically developing and securing the legal and financial wellbeing of the organisation.

**Statutory Responsibilities:**

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations (available here <http://www.charity-commission.gov.uk/charity_requirements_guidance/charity_governance/good_governance/goodgovernance.aspx>)
2. To ensure that the organisation pursues its objects as defined in its governing document.
3. To ensure the organisation uses its resources exclusively in pursuance of its objects
4. To safeguard the good name and values of the organisation
5. To ensure the effective and efficient administration of the organisation
6. To ensure the financial stability of the organisation
7. To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds

**Other duties**:

1. In addition to the above statutory duties, the Treasurer should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

* Leading discussions
* Focusing on key issues
* Providing guidance on new initiatives
* Fundraising planning
* Overseeing production of Annual Accounts
* Supporting the Board and staff team in areas in which the Treasurer has special expertise
* Participating in sub-groups and working groups as appropriate/defined by the Board

1. Coaching/mentoring staff, in particular supporting the finance officer, and providing practical help and support, including providing feedback on performance.

**PERSON SPECIFICATION**

**Knowledge and Experience**

* Ideally a qualified accountant but would also accept someone with demonstrable financial and leadership experience
* Knowledge and experience of working for a small charity and of the voluntary sector
* Experience of working at a senior level
* An understanding of the issues affecting blind and partially sighted people and their families
* Willing to learn about work in this sector

**Abilities/Skills**

* Ability to think strategically
* Excellent interpersonal skills and relationship management
* Good communication, influencing and negotiation skills
* Problem solving and decision making
* Coaching and people management

**Personal Attributes**

* Demonstrable passion for making change and creating alternative solutions for long standing issues
* Interest in, and ability to commit to, the aims, principles and policies of BASIS
* Willingness to review their own and, on annual basis, the Board’s performance

**Time Commitment**

The Board has 6- 8 meetings a year lasting approximately 2-3 hours and an AGM in December. Current meetings take place on a Thursday afternoon but this could be changed if prohibitive.

For continuity the treasurer must commit to BASIS for at least one year and ensure regular attendance at Board meetings. Trustees who fail to attend consecutive meetings within a period of 6 months without approval of the Board will be deemed to have vacated their position.

**How to apply**

For further information or to app for this role please contact **Jo Simpson on 07930 391 885 or email to** [**jo@ep-uk.org**](mailto:jo@ep-uk.org). Application is by **CV and supporting letter** which should indicate why you are interested in applying for the role and how you meet the role requirements.

**Closing date**: 06/07/2018

**Interview date: tbc**