



Candlelighters Treasurer Trustee Role Profile

Role:	Treasurer Trustee (Voluntary)
Term of Office:	3 Years
Location:	Leeds Centre
Time Commitment:	Trustee meetings are held quarterly in the evening, with additional time required for preparation. Additional finance committee meetings two per year.

Candlelighters Trust is looking to replace our long serving Treasurer of the charity. The charity has an income of around £1.7million per year made up of income from donations and investments.

We are a charity whose main purpose is to support financially, emotionally and practically every family who is affected by childhood cancer in Yorkshire. We support around 150 new families each year and the need for our work continues to often be a lifeline to ensure the family unit is supported in these extraordinary circumstances.

The Trustee Board is made up of parents, medical staff and business individuals, each one bringing their own unique skills. We now require a trustee with sound financial experience.

The Treasurer is a Trustee with a specific role on the board. The Treasurer is elected or appointed to this role as set out in the charity's governing document.

The Treasurer helps trustees carry out their financial responsibilities.

The Statutory Duties of a Trustee

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
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: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
4. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of the organisation
6. To ensure the effective and efficient administration of the organisation
7. To ensure the financial stability of the organisation
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

Role Requirements:

- Liaise with the Charity Director and Financial Accountant with regard to financial issues
- Review and approve the annual Trust accounts
- Chair the Finance Committee which has responsibility for overseeing management and statutory accounts, budgeting and investment performance
- Present financial and investment issues to the Trustees in conjunction with the Trust's advisers (Auditors and Investment Managers) as and when required
- Liaise with the Trust's investment managers (currently Brewin Dolphin) and ensure that key issues relating to investment strategy and investment performance are brought to the attention of the Trustees
- Act as a back-up expenditure approver in accordance with the Trust's Authority levels.

Person Specification:

We are looking for someone who has

- Relevant experience and a recognised professional finance qualification
- Some understanding of charity finance or willingness to learn
- General understanding of fixed interest and equity investments
- The skills to analyse and interpret financial data
- The skills to analyse proposals and examine their financial consequences
- Experience of budget setting and monitoring
- Ability to interpret and speak in lay terms to other non-finance trained trustees
- Willingness and approachability to deal with enquiries from staff or trustees
- Ability to make recommendations to the board of trustees based on sound advice.

The role will be subject to an enhanced DBS check and a 'Fit and Proper' person's declaration will be required.

To Discuss the Opportunity:

Please call the Charity Finance Officer or the Charity Director on 0113 322 9283 during office hours.

To Apply:

Application forms can be found on our website

<http://www.candlelighters.org.uk/howyoucanhelp/volunteer-for-candlelighters/current-volunteering-opportunities/treasurer-trustee/>

Alternatively, if you would like to request an application form, please e-mail

volunteering@candlelighters.org.uk

Please send your completed application to volunteering@candlelighters.org.uk