

## **Trustee - Honorary Treasurer Trustee**

### **About Association of Dogs and Cats Homes**

The Association of Dogs and Cats Homes (ADCH) is the leading representative charity for dog and cat rescue and rehoming organisations across 8 jurisdictions. It operates across England, Republic of Ireland, Northern Ireland, Scotland, Wales, Isle of Man, Jersey and Guernsey. ADCH promotes best practice in animal welfare for dogs and cats.

ADCH has a superb ethos of people and charities working together to help one another for the benefit of dogs and cats. We currently have over 170 member organisations, encompassing charities of all sizes, from the smallest to the largest, plus some Individual members, and so the number of people potentially involved measures many thousands.

ADCH is also host to the UK's largest animal welfare Annual Conference, which attracts attention and engagement from a wide variety of organisations within the animal welfare sector UK-wide and overseas.

### **About the Role**

The Honorary Treasurer Trustee will join a highly committed and dynamic Board of Trustees and will play a central role in providing financial oversight for this Charity. They will be responsible for monitoring and advising on financial viability and stability, and ensuring that proper financial records and procedures are maintained.

Because of our small size, the right person will find themselves 'rolling up their sleeves' and acting as part of a team that really punches above its weight. In exchange for regular time commitment, the Honorary Treasurer will gain huge satisfaction from seeing the positive impact they are having on animal welfare across the UK and Ireland for cats and dogs.

### **Time commitment**

As a Board member and member of the Governance Committee, you will be expected to attend 4 Board meetings, an AGM and 4 Committee meetings per year. Meetings usually take place on Zoom for a duration of 2 – 3 hours, with 2 meetings held hybrid.

In-between meetings you will spend around 6 – 8 hrs per month providing advice and producing financial reports (with support from the Honorary BookKeeper). Hours will vary throughout the year, depending on activity.

### **Key activities of the role**

- Oversight of all financial aspects of ADCH to ensure both short and long-term viability.
- Act as a key contributor to the Governance Committee.

- Ensure that ADCH operates within the financial guidelines set out by current legislation, the Charity Commission, the Association's Constitution and the Board.
- Ensure ADCH has adequate systems in place for financial and internal controls and that these are monitored and reviewed regularly.
- Lead on financial risk management and bring to the attention of the board any financial or other risks.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns and accounts.

### **Key Skills and Attributes for the Role**

We are seeking a person with sound financial knowledge, skills and qualifications, who ideally has a good understanding of charity finances and accounting for charitable funds.

- Financial management/accounting background, ideally with knowledge of charity accounting.
- Strong understanding of and commitment to upholding financial and corporate governance best practice
- Possesses strategic vision, good independent judgement, and the ability to think creatively.
- A team player and people person who is willing to get stuck in to make a difference
- Willingness to devote the necessary time and effort
- An understanding of membership-based organisations would be beneficial, but not essential.

### **How to apply**

Please send a CV and cover letter for the attention of Thérèse Carr, Member and Administration Manager, [therese@adch.org.uk](mailto:therese@adch.org.uk)

Interviews will take place on a rolling basis.