

ROLE DESCRIPTION

Post:	Honorary Treasurer
Accountable to:	Chair of the Board
Key relationships:	CEO, COO, Trustees
Grade:	Governance
Hours:	24 days per year (2 days per month)
Rate:	Voluntary

Role Summary

The National Bobath Cerebral Palsy Centre is a specialist treatment and training charity dedicated to supporting children and families living with cerebral palsy and similar neurological conditions.

The treasurer role is a key Board position, as we merge two inspiring Watford-based charities The Bobath Centre for Children with Cerebral Palsy and other Neurological Conditions and the Bobath Centre for Adults with Neurological Disability.

After the relocation to our new home in Watford, the Bobath Centre has effectively joined two charities and is re-establishing as one new CIO.

We are at an exciting time in our growth, as we settle into our new centre in Watford and continue to expand our impact and improve the lives of children and adults with Cerebral Palsy.

The Treasurer acts as a Trustee and also:

- Maintains an overview of the organisation's financial affairs
- Ensures the charity's financial viability
- Ensures that proper financial records and procedures are maintained
- Checks and supports the financial reporting of the CEO and COO, providing professional oversight of the figures.

The Bobath Centre Values

- a) Collaborative – working together is at the heart of what we do. Our holistic approach goes beyond therapy and is intertwined in every aspect of Bobath life as we work side by side with one another, with service users, with carers and with families to maximise the potential of everyone.
- b) Empowering – We're all about positivity and offer a strength-based approach to maximise the potential of our CP community.
- c) Forward-thinking – We are pioneers of potential. Always looking ahead to ensure we are providing the most up-to-date and cutting-edge service available.
- d) Community-focussed – Our Community is at the heart of what we do, in our communication and in the services we provide.

General responsibilities

Main Duties and Responsibilities as a Trustee

- Ensures that the charity complies with its governing document, charity law, company law and other relevant legislation/regulations
- Guides the progress of the charity through setting strategic direction and measuring progress against strategic targets
- Ensures that the charity applies its resources exclusively in pursuance of its objects
- Contributes actively to the Board of Trustees' role in setting strategic direction, defining goals and setting targets, and evaluating performance against agreed targets
- Ensures the effective and efficient administration of the charity
- Ensures the financial stability of the charity
- Safeguards the good name and values of the charity.
- Protects and manage the property of the charity and ensure the proper investment of the charity's funds
- Participates in the appointment and management of the CEO
- Use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.
- Prepare for Board meetings, including by reading all papers provided.

Additional duties of the treasurer

- Oversees, approves and presents budgets, accounts and financial statements
- Assures themselves that the financial resources of the organisation meet its present and future needs
- Ensures that the charity has an appropriate reserves policy
- Prepares and presents financial reports to the board
- Ensures appropriate accounting procedures and controls are in place
- Liaises with any paid staff and volunteers about financial matters
- Advises on the financial implications of the organisation's strategic plans
- Ensures that the charity has an appropriate investment policy
- Ensures that there is no conflict between any investment held and the aims and objects of the charity
- Monitors the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- Ensures equipment and assets are adequately maintained and insured
- Ensures that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Charity Commission / Companies House
- If external scrutiny of accounts is required, ensures that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeps the board informed about its financial duties and responsibilities
- Contributes to the fundraising strategy of the organisation
- Sits on appraisal, recruitment and disciplinary panels as required

Time Commitment

- The Board meets bi-monthly and all Trustees are expected to attend all meetings and contribute sufficient preparation time in advance.
- Once annually, the Board will spend a day discussing strategic planning and other issues. This may be in addition to one of the regular meetings or may overlap with a meeting. All Trustees are expected to attend and participate actively in this day.
- As Treasurer, it is also expected that time will be spent with the CEO and COO each month to review reports prior to Board meetings, and to be accessible for advice and support to the financial processes of the charity.
- On appointment, Trustees are expected to dedicate sufficient time to reading all the induction material, attend training on becoming a Trustee and understanding financial accounts (if needed), visit the office to meet the staff, and additional time needed to understand their role and the relevant details of the Bobath Centre.
- Trustees may be asked to join a Finance sub-committee, which requires an additional time commitment.

Treasurer person specification

- Commitment to the work of the charity
- Detailed understanding of small charity (less than £1m) financial processes and accounting, including book keeping and annual accounts.
- Willingness to devote the necessary time and effort
- Commitment to helping the charity improve after a period of crisis as it moves to a more sustainable financial management approach
- Good, independent judgment
- Ability to work productively with staff to improve processes and backstop financial reports.
- Willingness and ability to speak their mind while remaining respectful, supportive and constructive
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Financial qualifications and experience
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the board
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Ability to work independently and remotely
- Ability to provide frank and honest advice
- Excellent understanding of charitable governance
- Appropriate qualifications or relevant work experience
- Exceptional organisational and coordination skills, and the ability to take robust minutes.

Please send a CV and cover letter detailing your skills and experience against the role description to contact@bobath.org.uk

Closing date: 31 August 2021

The postholder will, at all times, adhere to the Centre's policies regarding Health and Safety, Data Protection and Equal Opportunities

Person Specification

	Essential	Desirable
Qualifications/education		<ul style="list-style-type: none"> • Charity governance qualifications, such as ICSA Diploma or Certificate • ICSA membership
Experience	<ul style="list-style-type: none"> • Experience in a relevant role working for a charity • Experience in minute taking 	<ul style="list-style-type: none"> • Prior experience as a Board Secretary • Experience managing Companies House and Charity Commission returns • Experience on a Charity Board
Knowledge and skills	<ul style="list-style-type: none"> • Highly organised • Ability to take robust minutes • Ability to work unsupervised and to strict deadlines • Ability to manage competing priorities • Excellent understanding of Charitable governance 	<ul style="list-style-type: none"> • Understanding of corporate governance
Other	<ul style="list-style-type: none"> • Team player • Ability to speak up in challenging environments • Confidence • Sensitivity and understanding • Ability to multi-task and prioritise • Able to demonstrate attention to detail • Flexible, willing to 'pitch in' and can-do attitude. • Ability to use initiative and self-motivate 	



National Bobath
CEREBRAL PALSY CENTRE
and other neurological conditions