

**Treasurer of Management Committee**

Hyde Park Source aims to improve people’s health and wellbeing through improving the environment. We are committed to increasing the potential of individuals and communities – promoting equality of education and training. We work with local communities to improve their surroundings, designing and creating attractive, exciting and useful places for people to live, work and play. Our work is guided by our principles: Connect, Be Active, Take Notice, Keep Learning and Give. We connect with people across Leeds: individuals, families, community groups and organisations. We help to build relationships within communities, through helping people to transform local spaces. In 2019 Hyde Park Source launched an ambitious Membership Programme, to bring more of the grass-roots people who make up the organisation into positions of influence.

Hyde Park Source (aka HP Source) is a Registered Community Benefit Society with Exempt Charitable Status, registration number 28755R. The society has a Management Committee of not less than three and not more than twelve persons. The society endeavours to recruit Management Committee members from across Leeds who have an interest in education or neighbourhood renewal. An engaged membership and management committee, made up of individuals who have volunteered with and benefitted from Hyde Park Source, will ensure the heart of the organisation will remain true as we continue to serve Leeds. We are looking for a Treasurer who aligns with our ethos and values to join our enthusiastic and dedicated team, and bring your experience of managing finances and accounts to our discussions.

General Responsibilities of the Management Committee:

* Ensure that the organisation complies with its governing document and any other relevant legislation or regulations, and pursues its objectives as defined in its governing document.
* Ensure that the organisation applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how charitable or worthwhile those activities are).
* Contribute actively with the MC giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* Safeguard the good name and values of the organisation.
* Ensure the effective and efficient administration of the organisation and financial stability of the organisation.
* Protect and manage the property of the organisation and to ensure the proper investment of the organisation’s funds.
* Use their specific skills, knowledge and experience to help the committee reach sound decisions. This may involve scrutinising Management Committee reports, leading discussions, focussing on key issues, providing advice and guidance on new initiatives or on other issues in which they have expertise.

Alongside the usual expectations of our volunteer management committee members, as Treasurer you will also have some additional roles and tasks:

* Oversee, approving and presenting budgets, accounts and financial statements.
* Ensure that the accounts are scrutinised in the manner required and any recommendations are implemented.
* Willing to be available from time to time to provide advice and answer questions from staff and management committee members.
* Report to the management committee, summarising the financial position and any issues identified, and guide fellow management committee members on approval of financial matters and annual accounts.
* Be analytical and able to problem solve, suggest improvements and advise on the financial implications of the organisation’s strategic plans.
* Contribute to the fundraising strategy of the organisation.
* Ensure resources are controlled and well spent on their intended purpose, finances are responsibly managed and the organisation has an appropriate reserves policy
* Demonstrate knowledge and experience of working with community benefit societies, charities and/or not-for-profit organisations.
* Ensure the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Financial Conduct Authority (FCA).
* Sit on appraisal, recruitment and disciplinary panels as required.
* Assist the finance sub-group with reviews of policies and procedures, ensuring we remain compliant with legislation and the organisation’s equipment and assets are adequately maintained and insured.

The committee meet 4 times a year, usually on a Tuesday evening from 5:30-8pm. In addition to this, Management Committee members are also encouraged to attend the AGM, occasional strategic planning days, and occasional other ad-hoc meetings or reviews which focus on specific tasks identified during sub-group discussions. However, wherever possible tasks such as policy reviews etc. can be completed via email and telephone.

If you would like to apply, please complete the skills survey and email it to [volunteer@hydeparksource.org](mailto:volunteer@hydeparksource.org) before the closing date of 31 December 2020.

We look forward to hearing from you!