



## Trustee, Treasurer

### About Number Champions

We believe that every child deserves a good education, as this leads to better opportunities in life – and numeracy is a crucial part of this. Schools do a great job teaching maths, but inevitably have limited resources, and the support that children receive at home varies. So we created Number Champions to provide numeracy support to help fill this gap.

Our In-School Volunteers use games and other creative activities to provide one-to-one support to children in state primary schools who are behind in maths. We work with children aged six to eight, as research shows that this is the best time to help children get back on track. Class teachers select the children who can best benefit from the sessions.

Now in our sixth year, we are working across 13 London boroughs in 30 partner schools, with about 100 In-School Volunteers supporting nearly 300 children.

We also have two part-time staff members, led by our Head of Operations. They are responsible for day-to-day administration and for supporting our development.

Our ambition and strategy is to grow steadily over the next few years, rolling out across London. The board of trustees is responsible for developing and implementing the strategy, and for monitoring implementation and applying corrective action as necessary. We currently have a board of six trustees, but we are now recruiting a further two exceptional individuals to help drive the organisation forwards.

Candidates for the trustee role should bring a passion for improving children's educational chances, experience in working within a team to deliver meaningful change, and specific skills and experience which will be valuable to the charity.

### Overall commitment

We have about eight board meetings a year, and trustees will also be involved in some remote analysis and debate between board meetings. As the charity grows and employs more staff, the trustee board will transition to a fully strategic role. However, at this stage of our development, we also require trustees to take on a specific responsibility within the charity, where the time commitment matches the trustee's availability.

Board meetings are in person in Central London, but we make them accessible remotely to trustees who are unable to attend physically. We appreciate that trustees may occasionally have to miss board meetings due to their other commitments.

We believe that as well as contributing to the charity's mission and helping to make a real difference to the lives of thousands of children over the coming years, trustees will gain skills and experience that will develop their own organisational and interpersonal capabilities.

This is a pro bono role, but we will reimburse reasonable expenses.

### **General duties of a trustee:**

- ensure that the charity complies with its constitution and charity law and all relevant legislation,
- ensure that the charity pursues its objects as defined in its constitution and applies its resources exclusively in pursuance of these objects,
- contribute actively to giving firm strategic direction to the charity, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets,
- safeguard the good name and values of the charity,
- ensure the financial stability and sustainability of the charity and protect and manage its assets, and
- ensure the effective and efficient administration and running of the charity.

### **Specific duties of the Treasurer:**

- oversee our system of financial control,
- review financial reporting to board meetings,
- update each board meeting on the financial state of the charity and recommend financial decisions,
- manage the cash position of the charity to ensure that it can cover expenditure,
- provide expert support to our staff on financial management and control,
- prepare annual accounts,
- liaise with our Independent Examiner to have our accounts approved,
- oversee budgeting and planning, and
- although the role does not include responsibility for fundraising, assist the production of fundraising applications by supplying financial plans and other information.

### **Skills and experience required**

- a professional accountancy qualification,
- commitment to the mission of Number Champions,
- willingness to meet the time requirement,
- integrity,
- strategic vision,
- good, independent judgement,
- ability to think creatively,
- willingness to speak your mind,
- acceptance of the legal duties, responsibilities, and liabilities of being a trustee (we will supply training on this), and
- ability to collaborate successfully as a member of a team and to take decisions for the good of the charity.