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| Role Description for Deputy Treasurer  | **P:\EASTBOURNE\TO MAPS OLD N Drive\Old MAPS N Drive\Admin Folder\Images\MAPS graphics new\MAP-logo-colour.jpg** |

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**What will you be doing:**

We are looking for a new Trustee to take the role of Deputy Treasurer to support our current treasurer with a view to becoming treasurer in the future. This role is for someone who is organised and methodical, with an eye for detail. They will support the treasurer in their role in anticipation of eventually taking over. The Deputy Treasurer, as a member of the Board of Trustees, will also participate fully in board meetings and play an important part in the strategic direction of the organisation

**What are we looking for:**

We need someone

* who has sound knowledge of financial planning and management, bookkeeping or accountancy.
* with the ability to provide an overview of the organisation's ﬁnances to the Board, whilst providing support to the Chief Executive, Finance Manager and Treasurer with financial planning.
* with a willingness to challenge and support the Chief Executive and Chair of Trustees to spot trends and increase Money Advice Plus ‘s long term financial sustainability.
* with an understanding of the charitable and voluntary sector and its governance will be an advantage, with an empathy for the aims and objectives of Money Advice Plus.

**What difference will you make:**

This role that will be essential to the Board of Trustee's effectiveness in steering the organisation. By joining Money Advice Plus you will play a key role in determining the future of the organisation and ensuring it maintains its high standards of governance.

**What’s in it for the volunteer**

Becoming a Trustee is a fascinating way to engage in the charity sector. It’s a role which will give back just as much as you put in and often much, much more. A Trustee role will reward the ambitious with a wealth of personal and professional skills which can be valuable for both work and personal life. It will empower you with a new sense of contribution in the pursuit of a wider purpose. This Trustee will contribute to the organisation's vison: *where people have the advice and support, they need to manage their money effectively, helping them to maintain control of their lives, promoting greater peace of mind*

**Responsibilities of a trustee**

* Being responsible for directing the affairs of the charity
* Ensuring the charity is solvent and well-run
* Ensuring the charity delivers the charitable outcomes for the benefit of the public for which it has been set up
* Ensuring the charity complies with charity law, its own governing document, and other relevant legislation
* To consider the vision of the organisation as a whole and its beneficiaries ensuring that all the charity’s activities come within its charitable objects
* To set overall strategy and policy objectives and be mindful of them at all times
* To be an active member of the Board of Trustees in exercising its responsibilities and functions

**Additional Duties as Treasurer /Deputy Treasurer**

* Ensure that the charity operates within the financial guidelines set out in current legislation,

by the Charity Commission, in the charity’s constitution and by the Board

* Ensure that the charity has adequate financial and internal audit controls and that these are

monitored and reviewed regularly

* Identify and bring to the attention of the Board, any financial risks facing the charity
* Ensure that the charity’s financial resources are sufficient to meet the charity’s current and

future needs, and to advise the Board on the charity’s reserves policy, and to ensure that this

policy is reviewed and monitored regularly

* Scrutinise the proposed annual budget, and advise and guide the Board accordingly
* Scrutinise management accounts, performance against budget, trading performance etc,

and to advise the Board accordingly

* scrutinise and regularly evaluate the charity’s cash flow position, and to inform the Board of

any concerns

* ensure that funding received for specific purposes is separately accounted for and spent for

the purposes for which it was given

* review longer term forecasts of capital resources and of income and expenditure, and to
* review and monitor financial trends within the charity and the sector within which the

charity operates

* meet the external auditor as required
* formally present the accounts to the Annual General Meeting drawing to members’ attention

all relevant matters, and to respond to questions from the floor

* chair or be a member of appropriate subgroup

**Person Specification -** Essential

* Be a member of Money Advice and Community Support (trading as Money Advice Plus) with a minimum annual membership fee of £1
* Be a Director of the company (limited by guarantee) Please check that you fulfil the conditions <https://www.gov.uk/limited-company-formation/appoint-directors-and-company-secretaries>
* Be willing to provide data required to be added to the Charity Commission website, Companies House website and the Financial Conduct Authority Register – your name only will be visible to the public.
* Be registered as a Trustee and Director with our main banker (Barclays) and provide relevant identification documents
* Have a Disclosure and Barring Service check for Money Advice Plus (DBS check are not currently portable unless you have joined the update service)
* Regularly attend Board meetings (currently every 2 months)
* Be confident about our purpose and work and be an ambassador for Money Advice Plus
* Excellent organisation and communication skills
* Integrity, strategic vision and good/independent judgement
* A willingness to devote the necessary time and effort to their duties, including attending the bimonthly board meetings and finance subgroup meetings
* Ability to take decisions for the good of the organisation
* Willingness to speak one's mind and listen to the views of other
* Ability to work effectively as a member of a team
* Understanding of the legal responsibilities and liabilities of a Trustee
* Commitment to the organisation for a 3-year period
* Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
* Knowledge of bookkeeping and financial management (as necessary).
* Good financial analysis skills