

Centre for Thriving Places Board Role Description: Treasurer

About Centre for Thriving Places

Centre for Thriving Places (CTP) is a place-based not-for-profit consultancy offering strategic support, research, training and evidence-based measurement tools that put the wellbeing of people, place and planet centre stage.

The time is now to switch the economic compass from consumption and growth toward wellbeing. This is no longer niche or aspirational – it is practised by governments, communities and organisations across the world.

CTP is a globally recognised leader in supporting this shift at a place-based level - helping communities, organisations, cities and whole regions, re-focus their efforts to deliver a radically different economy today.

When fair and sustainable wellbeing is the collective goal, against which we measure success across policy and action, the outcome is a thriving and resilient local economy that works for everyone.

Purpose of the Treasurer role

The Treasurer is responsible for supporting the executive in their efforts to achieve the mission, whilst safeguarding the company and the board. A finance sub-committee may be formed to assist if required.

Their obligation is:

- making sure the charity keeps proper accounts
- reviewing the charity's financial performance
- drawing up or reviewing policies for finance and investment
- ensuring that the charity has robust and effective financial controls in place
- liaising with finance staff and with the charity's independent examiner or auditor
- reporting on financial matters to the Board of Trustees and,
- The treasurer may share these responsibilities with a finance committee, while staff carry out day-to-day finance functions.

Alongside the Treasurer, the Chief Executive is responsible for procurement and budgeting of new and existing projects. A business development group may be formed to assist at the beginning of each new planning cycle. The Head of Operations is responsible for managing bookkeeping/accountancy services, and for overseeing the budgetary performance of projects.

Tasks for the treasurer

Alongside the roles required of all board members - [see here for details](#), the board role includes the following:

- Oversee the financial affairs of the organisation, ensuring they're legal, constitutional and within accepted accounting practice
- Ensure proper bookkeeping records are kept with effective financial procedures in place
- Monitor and report on the financial health of the organisation

- Oversee the production of necessary financial reports/returns, accounts and audits
- Provide ad hoc support where required to the Operations team to review funding bids, business plans, financial targets, salaries and recruitment strategies

Specific Treasurer Task List	Frequency/ length of time *
<p>1) Board meeting – Treasurer's report to the Board Preparation of agenda and supporting papers for the finance section of Board meetings. Report includes: Treasurer's report, latest management accounts, Finance Risk register and any other areas of note.</p>	<p>Prep: 2.5 hours Meeting: 2 hours every 3 months.</p>
<p>2) Company accounts (Supplied by Godfrey Wilson) Liaise with the company's accountants if requested by the exec. Check management accounts supplied by Godfrey Wilson ahead of the next Board</p> <ul style="list-style-type: none"> a) P&L reports from CTP and CTP Consulting with consolidated results b) Budget with prior year for comparison c) Discuss variances with the exec team 	<p>Every 3 months. 1 hour</p>
<p>3) Annual Budget Check budget template with CEO & Head of Operations. Assist with changes/updates if required. Review/advise on budget forecast and adjustments proposed by exec team.</p>	<p>Annually (May - July)</p>
<p>4) Year-end accounts Review year end accounts with Head of Operations/Godfrey Wilson incl. re accounts timetable, preparation, adjustments and sign-off. Incl. check on adjustments from QB to accounts and assistance with SORP and Tax analysis if required. Support CEO with preparation of Trustees and Directors reports in year-end accounts Overview presentation of the draft year-end accounts to the Board highlighting key areas of interest and judgement.</p>	<p>Annually. Total c.4 hours (0.5 hours - CIC 2-3 hours - Group)</p>
<p>5) Banking responsibilities Bank authorisation (cheque signatory) and online fob holder for authorisation/2nd authorisation of banking payments from the Charity when required (rarely).</p>	<p>Occasional/Ad-hoc</p>
<p>6) Ad-hoc assistance (provided in the past)</p> <ul style="list-style-type: none"> - VAT consideration - Organisational structure consideration - Grant funding bids (ad-hoc advice) - Gift-aid claim reviews - Advice on finance systems/procedures if required 	

* Time commitment is variable, averaging c6 hours/month (incl. meetings + ad-hoc assistance/queries)

Person specification

For a detailed list of overall person specifications for CTP board members see the general [board member role](#) description here.

For the Treasurer role specifically, we are looking for someone with:

- Understanding and/or experience of Quickbooks
- Broad knowledge/experience of accounting and finance/tax regulations, legislation and best practices
- Strong written and verbal communication skills
- Strong negotiation, decision-making and leadership skills
- Strong mathematical, data and analytics skills

We are particularly keen to hear from people from diverse backgrounds, and are focussed on working with people who share our vision and values.

Terms of the post

The Treasurer post is usually held for a minimum of three years to ensure financial stability. The Treasurer may be re-elected by the Board.

The post is not paid. However, reasonable expenses may be claimed.

The role of Treasurer is likely to require a commitment of about 1-2 days per month. This includes a commitment to Quarterly Board meetings and sub-groups between meetings where relevant. In common with other Board members, the Treasurer is encouraged to contribute to other activities, including acting in an ambassadorial role, taking into account the needs of the organisation, the skills and interests of the Treasurer, and their availability and to activity levels.