

SARSAS

*Listen.
Believe.
Support.*

Trustee – Treasurer (Voluntary Role)

We have an exciting opportunity to join the trustee board in our thriving and dynamic organisation as the Treasurer.

Role purpose

We are seeking a Trustee to hold the role of treasurer for the SARSAS Trustee Board. This is an exciting opportunity to help SARSAS realise it's vision of a world without sexual violence.

The overall role of the treasurer is to:

- Maintain an overview of the organisation's financial affairs
- Advise the board on financial responsibilities
- Ensure the financial viability of the organisation
- Ensure that proper financial records and procedures are in place and maintained.
- Attend the trustee Finance, HR and Risk Subcommittee

About SARSAS

At SARSAS we provide support for people affected by rape or any kind of sexual assault or abuse at any time in their lives. Listening, believing and supporting them through provided vital support to people of all genders through our Helpline, counselling, group work and specialist support services.

We believe that a world without sexual violence is possible. We campaign for people affected by sexual violence because everyone deserves to live free from abuse and its impact. We are unflinching in our commitment to calling for change, in raising awareness, and in our drive for all voices to be heard. We challenge misconceptions about sexual violence and abuse through training and campaigning. We lobby both locally and nationally to promote the needs of survivors.

General Responsibilities of Trustees

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure 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 worthwhile or charitable those activities are).
- To provide firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.

- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the resources of the charity.
- To employ and support the staff to manage the operation of the service
- To have overall responsibility for managing the affairs of the organisation to ensure high quality services for victims of sexual violence.
- To ensure sound contractual management.
- To maintain membership and ensure:
 - i. Compliance with legal requirements.
 - ii. Trustees are appropriately inducted.
 - iii. There is an appropriate skills and knowledge base on the Governing Body.

Additional Duties of the Treasurer

- Overseeing, reviewing and presenting budgets, accounts and financial statements
- Ensuring that the financial resources of the organisation meet its present and future needs
- Ensuring proper financial records are kept and that effective financial procedures and controls are in place
- Ensuring that the charity has an appropriate reserves policy
- Ensuring that the charity has an appropriate investments policy
- Liaising with any paid staff and trustees about financial matters
- Authorising payments as required
- Advising on the financial implications of the organisation's strategic plans
- Ensuring the organisation's compliance with legislation
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. Charity Commission and registrar of companies
- Ensuring that the accounts are scrutinised in the manner required (independent examination) and that any recommendations of the examiner are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Alongside the SARSAS Head of People and Finance, present accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.
- Attend the quarterly trustee Finance, HR and Risk Subcommittee.

Treasurer Person Specification:

Essential

- Accounting qualification
- Financial skills and experience gained in a professional environment
- The skills to analyse proposals and examine their financial consequences

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- Commitment to the organisation and the willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Preparedness to make unpopular recommendations to the board
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.

Desirable

- Experience of charity finance

Role details

- Appointment by interview
- Appointment for an initial three-year term (with re-election up to a maximum of three consecutive years)