

**Manchester Deaf Centre Trustee Role Description**

**Role Title:** Treasurer to The Board of Trustees

**Direct Report:** Works closely with the Chair, Centre Manager and the board of trustees.

**Background:** Finance, Strategy and Governance, Fundraising, Legal, Risk.

**Renumeration :** The Treasurer is a voluntary position, although reasonable travelling expenses can be reimbursed.

# Manchester Deaf Centre is the largest organisation in Greater Manchester providing support services to people with hearing loss. The Centre is a popular place for hard of hearing, D/deaf and Deaf blind people to meet, find information, advice and guidance, opportunities to learn and socialise.

# The Trustees are pleased to invite applications for role of Non-Executive Director, with a view to the successful candidate overseeing the Finances of MDC and chairing the Finance sub-committee.

# 1.0 Role Summary

* Monitor the financial standing of the charity and report to the Board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation’s financial resources.
* Oversee the charity’s financial risk-management process and report financial health to the board of trustees at regular intervals.
* Acts as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
* Liaising with external auditors on financial issues and ensuring that the organisation’s finances are responsibly managed/invested for the betterment of the organisation’s work and the community we serve.
1. **Main Responsibilities of the Treasurer**

**In relation to Finance**

Budgeting and strategic financial planning

* Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
* Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
* Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.

Management Reporting

* Ensure a high standard of management accounting is maintained in order to safeguard assets.
* Liaise with Finance Team and trustees to prepare and produce management accounts regularly.

Statutory Financial Reporting

* Board level liaison with external auditors on specific issues in the auditing process and related board representations.
* Guide and advise fellow trustees to formally approve the annual report and audited accounts.
* Explain technicalities of accounts in plain language that is fully understood by the trustees.

**In relation to Governance**

* Lead the Board’s duty to ensure proper accounting records are kept; financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
* Chair finance sub-committee and report findings/developments back to the Board of trustees.
* Advise on the financial implications of the charity’s strategic plans and oversee the charity’s financial risk-management process.
* Lead in the development and implementation of financial reserves, cost management and investment policies.

**3.0 Person Specification**

**Essential**

* Qualified accountant with demonstrated commercial awareness and knowledge.
* Competent use of IT skills.
* Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
* Analytical and evaluation skills, demonstrating good judgement.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Good communication and leadership skills

**Desirable**

* Demonstrated knowledge and experience of charity fundraising.
* Dedicated to the organisation’s cause and objectives and willing to act as the charity’s ambassador to external bodies, charities and companies.

**4.0 Time Commitment**

* The full Board meets at least quarterly and the Finance and Risk Committee also meets quarterly, the Treasurer is expected to be available 8 times in a year

**5.0 Location**

Board meetings are held at the organisation’s premises in Manchester : Crawford House, The University Precinct, Booth Street East, Manchester, M13 9GH

For more information please see: [www.manchesterdeafcentre.com](http://www.manchesterdeafcentre.com).

To arrange an informal conversation, please send an outline of your relevant experience by email (in BSL clip or writing) to aroberts@manchesterdeafcentre.com. A Board member will contact you to arrange a Zoom meeting or phone call. Please let us know your accessibility requirements when contacting us.

Deadline for applications is 12pm on Friday, 8th October 2021.