

## RoadPeace Treasurer Job Description

RoadPeace is the national charity for road crash victims in the UK. We provide information and support services to people bereaved or seriously injured in road crashes and engage in evidence-based policy and campaigning work to fight for justice for victims and reduce road danger. Set up in 1992 by a mother whose son was killed by a red-light offender, we are a membership organisation whose work is informed by the needs and experiences of road crash victims. RoadPeace is governed by a board of trustees, has a small staff team and a network of active members and volunteers.

RoadPeace is seeking a Treasurer to work with the Board and oversee all financial aspects of the charity's operation to help secure its financial stability and future sustainability of the organisation.

This is an exciting opportunity for an individual with financial or accountancy experience and an understanding of the not-for-profit sector.

The Treasurer, like all RoadPeace Trustees, is appointed for an initial two-year term and after that is eligible to stand for three further two-year terms. It is an unpaid honorary post, with a usual time commitment of about 1.5 days per month. Board of Trustee Meetings take place online quarterly. Reasonable expenses are paid.

### Specific responsibilities

On behalf of the Board of Trustees, to oversee all financial aspects of the charity to ensure the financial stability and future sustainability of the organisation

To assist the Chair, other Honorary Officers, and the CEO (Chief Executive Officer) in ensuring that the Board of Trustees fulfils its duties and responsibilities for the proper financial governance of the organisation

To ensure that the organisation's financial dealings are prudently and systematically accounted for and that the Board considers on a regular basis the key risk factors facing the organisation.

To work with the other Honorary Officers to undertake strategic management of the charity.

### **1. *Overseeing Financial Aspects of the Organisation***

a. To 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 of Trustees

b. To scrutinise the annual budget, financial forecasts, performance against budget and cash flow position and to inform the Board of Trustees of any concerns, reporting to them at each quarterly Board meeting.

c. To make a formal presentation of the accounts at the Annual General Meeting, drawing members' attention to all relevant matters in a coherent and easily understandable manner

d. To participate in relevant Board sub-committees

## **2. Financial Governance**

a. To keep the Board of Trustees informed of its financial duties and responsibilities

b. To advise the Board of Trustees on the financial implications and operating risks arising from Board of Trustees decisions, principally strategic and policy led decisions

c. In consultation with the Chair and other Honorary Officers advise the CEO of the quantity and frequency of financial reporting required to allow the Board of Trustees to make informed decisions and fulfil their legal and statutory responsibilities

d. To ensure that financial information is both accurate and presented in a way that facilitates good governance

### **Person specification**

- Recognised financial or accountancy qualification with experience
- An understanding of the not-for-profit sector
- A current understanding of financial governance and experience of scrutinising risks, policies, and strategy

### **Skills and Personal Qualities**

- A passion for road crash victims and a safer and fairer road environment
- An ability to present financial information in an easy-to-understand format to 'non-financial' people
- A demonstrable alignment with RoadPeace's vision, mission, aims and objectives
- Commitment to devoting the time and effort necessary to fulfil the responsibilities outlined in the job description.