



www.peakdistrictmosaic.org
Charity Registration number: 1166407

Treasurer (Voluntary role)

The Treasurer maintains an overview of Peak District Mosaic's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

There is also an expectation to undertake the general responsibilities of a Trustee and participate in full Board of Trustee meetings every two months.

This is a critical role which works closely with the rest of the Trustee team and the charity's staff to ensure that all the activity that Peak District Mosaic delivers can be delivered in a financially responsible way.

We welcome applications from people who have a lived experience – with an understanding of working with or have worked with Black, Asian and Minority Ethnic communities, and the importance this brings to building a sustainable organisation that is truly beneficial for the needs of the community.

The Treasurer will work closely with the Finance and Business Planning committee in the following areas;

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees and any relevant Committees and Sub-Committees of the charity.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Attending bi-monthly Finance and Business Planning committee meetings, and working with that group to ensure that the charity's financial objectives are achieved.
- Overseeing our banking and payment processes to suppliers and staff.
- Liaising with the Partnerships Committee concerning payroll records for the charity's two staff.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with the Chairperson.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process.
- Ensuring investments and assets are maximised.
- Lead on the appointment of and liaison with external auditors.
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.

- Keeping the board informed about its financial duties and responsibilities and liaising with the Chairperson to develop the financial understanding of the Board of Trustees.

Person Specification:

- Financial knowledge - Previous experience in a similar role or experience working in a financial management role, ideally with specific knowledge of accounting and processes in the charitable sector (e.g. Gift Aid, Charity Commission reporting)
- Knowledge of financial accounting systems
- Ability to present financial information to a non-financial audience
- Possess integrity, objectivity, accountability and honesty
- An understanding of legal duties, responsibilities and liabilities of Trusteeship
- Communication Skills: Excellent written and verbal communication skills, with the ability to engage and inform Trustees and other stakeholders effectively.
- Team Player: Ability to work collaboratively with voluntary and statutory organisations, and other stakeholders.
- Attention to Detail: Ability to manage logistics effectively and maintain accurate records.
- Adaptability: Comfortable working in a dynamic environment and adapting to changing circumstances or unexpected challenges.
- Passion for Outdoor Activities: Will have a commitment to the aims and objectives of Peak District Mosaic in promoting it in the best interests of its stakeholders

The applicant must be legally eligible to stand as a registered Charity Trustee