

Treasurer Vacancy – Role Profile

Voluntary

Summary

The Treasurer is one of OutdoorLads' most critical voluntary Trustee / Director roles. As guardian of our financial affairs, you will provide financial advice and guidance to the Board and sub-Committees, maintain budgetary oversight, manage accounts, and ensure compliance. Your oversight will ensure that our *financial systems are effective* in enabling leaders to deliver excellent, good value events for our members; and that our *policies and processes* follow good accounting practice, meet statutory requirements, and are transparent and accountable to the OutdoorLads Membership.

Time-Commitment

Estimated 12-15 hours a month, with 3-7 hours/week during the induction period (3 months).

Role-Specific Responsibilities

Financial Accountability

- a. Guide and advise fellow Trustees on the approval of **budgets**, accounts, and financial statements to assure the Board of the organisation's financial integrity.
- b. Oversee production and presentation of an **annual budget, financial reports** / returns, accounts, and audit (including liaison with bank, auditors, Charity Commission and Companies House as appropriate, alongside staff team).
- c. Work alongside the OutdoorLads Finance and Admin team to produce financial reports and advise on matters relating to the role.
- d. Ensure **statutory accounts** are properly filed with the appropriate authorities and annual returns are submitted promptly.
- e. Examine **management accounts** and **budget** and provide reports to the Board, ensuring fellow trustees are aware of financial obligations, risks, patterns, and trends.
- f. Provide assurance through monitoring **financial health** of the organisation, including use of reserves and investments, and maintain good relations with key financial stakeholders.

Effective Systems

- a. Ensure appropriate **financial processes and controls** are in place to enable the work of the organisation and its volunteers to be delivered effectively, to a high standard, and in a way that is accessible and understandable to volunteers.
- b. Liaise with the office team and volunteers to appraise the financial viability of key events / activities, and to **sign off significant expenditure**.
- c. Ensure proper records are kept, and that these are transparent and accessible to OutdoorLads trustees, members, and stakeholders.
- d. Keep abreast of current best practices in accounting / online systems, and identify opportunities to continually improve OutdoorLads systems and processes to benefit members and the organisation.

Sustainability and Growth

- a. Ensure the financial stability of the organisation.
- b. Advise on the financial implications of the organisation's strategic plans and key assumptions in the operational plan and budget.
- c. Work with sub-Committees to deliver initiatives to maximise income to the organisation, with regard to day-to-day measures / systems and also long-term investment / initiatives.
- d. Working with sub-Committees and other Trustees, identify means to diversify and broaden new income streams through fundraising, grants, or sponsorship, and ensure internal systems and processes are adaptable to the needs of restricted and unrestricted funders.

Collective Responsibilities (common to all OutdoorLads Trustees).

Provide good governance and leadership by:

1. Ensuring team **delivery** of organisational purpose
 - a. Ensuring OutdoorLads maintains a **clear mission and strategic direction**, safeguarding our vision, values, and reputation, and ensuring our organisational purposes – including wider social and community responsibilities (such as environmental impact) - remain relevant and valid.
 - b. Fully understanding collective and individual **roles, responsibilities, and skills**, working effectively as a team to ensure the organisation's priorities are reflected in operational plans and budgets.
 - c. Ensuring **good, 3-way communication** between the trustee board, volunteer structure and staff team around organisational priorities.

2. Exercising effective **control** of the organisation by
 - a. Ensuring ODL is fully compliant with **legal duties**, regulatory requirements, stewardship of assets, constitutional provision, and structure, and able to respond appropriately to changes in the external environment.
 - b. Maintaining good internal **financial controls and management**, along with a **risk register**.
 - c. Implementing line management, training, and resources for supporting Outdoorlads' Board, **staff team, volunteers, and leaders** to effectively organise great events, (underpinned by robust HR and volunteer procedures).

3. Being open and **accountable** to our members, setting a culture of integrity and pride.
 - a. Facilitating open **communications** informing members and external parties about OutdoorLads' work and activities, listening, and responding to views of members and partners.
 - b. Ensuring a **listening approach** balanced with accessible and robust operating procedures, member policies and constructive handling of complaints.
 - c. Holding an **Annual General Meeting** for members to approve accounts and audit in line with our constitutional duties, and to input to organisational strategy and direction.

Time Commitment

- a. Estimated 12-15 hours a month, with 3-7 hours/week during the induction period (3 months).
- b. Attend approximately six Board meetings per year.
- c. Attend sub-committee meetings, if required.
- d. As and when required, attend meetings to deal with specific operational issues.

To ask any questions about this role, please email vacancies@outdoorlads.com.

HOW TO APPLY

To apply for the role of Treasurer, please email vacancies@outdoorlads.com.

In up to 500 words, please explain how you meet the person specification and have the desired experience.

DEADLINE FOR SUBMISSIONS

Deadline for submission is no later than
midday on Friday 24th March 2023.

Candidates who demonstrate a good fit for the role will be invited to have an interview with staff and trustees as part of the selection process to discuss their suitability.

Key References

1. Charity Commission 'Good Governance Framework'. www.governancecode.org
2. Charity Commission guidance 'The Essential Trustee: What you need to know, what you need to do' (May 2018):
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf
3. UK Government 'Being a Company Director' Guidance - <https://www.gov.uk/guidance/being-a-company-director>

OutdoorLads values diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds and abilities.