

# **BOARD OF DIRECTORS VACANCY: TREASURER**

## **Have you got the passion, skills and commitment needed to help achieve our vision for Stretford Public Hall?**

**The Friends of Stretford Public Hall (FOSPH) are looking to appoint a new Treasurer, to join the Hall's Board of Directors.**

Our vision is for Stretford Public Hall to be a unique and thriving multi-purpose venue at the heart of Stretford, owned and run by the local community. This is a fantastic opportunity to get involved with the management of this unique community asset, as we approach the exciting next stage of the Hall's renovation and development.

The Treasurer will work closely with the Board's Finance Sub-committee, providing financial oversight, advising on financial reporting, banking and book-keeping, and helping the Board to consider the financial implications of strategic developments.

In particular, the Treasurer will work alongside the Finance Sub-committee to provide the following:

1. General financial oversight
  - Supporting the Finance Officer to prepare and present annual reports, financial budgets and management accounts, for presentation to the Board and to members.
  - Ensuring strategic plans are financially appraised and annual budgets are aligned to both short-term and long-term objectives.
  - Ensuring that robust and effective financial systems and controls are in place.
  - Ensuring that records and accounts meet the conditions of funders and statutory bodies.
2. Funding, fundraising and income generation
  - Working closely with the Hall's Centre Manager to identify appropriate sources of grant and investment funding.
  - Working with the Events and Outreach Officer, ensuring revenue-generating activities are tracked and priced appropriately.
3. Financial reporting
  - Overseeing the preparation of regular reports on the organisation's financial position.
  - Presenting annual accounts to the Annual General Meeting (AGM).
  - Advising on long-term investments, reserves and other strategic financial policies.

#### 4. Banking, book-keeping & record-keeping

- Providing guidance on the Hall's bank accounts, book-keeping systems, petty cash and all other financial systems.
- Ensuring the Hall's financial policy is fit-for-purpose and meets all legislative requirements and best practice guidance.

The responsibility of Stretford Public Hall's finances rests with the Board of Directors as a whole, with all Board members sharing responsibility and being equally accountable. The role of the Treasurer is to advise the Board, to help the Board meet its management obligations to the Friends of Stretford Public Hall.

The role is voluntary though reasonable out-of-pocket expenses can be reimbursed.

## What we are looking for

Although we are keen to hear from anyone interested in the role of Treasurer, we are particularly looking for someone with the following skills and qualifications:

- A recognised financial or accounting qualification and/or relevant financial experience (particularly experience using the accounting software package Xero).
- Experience and understanding of financial regulations and compliance related to the charity sector, including charity VAT.
- Experience of financial analysis and budgeting, and the ability to assess the financial implications of future organisational developments.
- The ability to explain financial and accounting technicalities in plain language, which can be clearly understood by Board members and staff.
- The skills to analyse proposals and examine their financial consequences, and the independence and preparedness to make unpopular recommendations to the Board.
- Willingness to be available to staff for advice and enquiries on an ad-hoc basis.

In addition, as a member of the Friends of Stretford Public Hall Board you will be expected to have:

- A commitment to the aims and objectives of the Friends of Stretford Public Hall.
- An ability to communicate effectively and contribute constructively to decision-making.
- An ability to work as part of a small team.

Friends of Stretford Public Hall Ltd. is registered as a charitable community benefit society under the Co-operative and Community Benefit Societies Act 2014.

## To apply

Please send a CV and cover letter to [petra@stretfordpublichall.org.uk](mailto:petra@stretfordpublichall.org.uk), explaining how you meet our requirements and why you would like to be considered for the role of Treasurer.

## More information

If you want further information, or would like to speak to either a current member of the Board of Directors or a member of the Financial Sub-committee, please contact Simon Borkin

[simon@stretfordpublichall.org.uk](mailto:simon@stretfordpublichall.org.uk) or our secretary Petra Morris [petra@stretfordpublichall.org.uk](mailto:petra@stretfordpublichall.org.uk)

## **Further information about our Board of Directors**

You should be prepared to make a substantial contribution to FOSPH and, as a minimum, you are likely to need to be able to give 10 - 12 days a year. The Board meets at least once a month in Stretford, Manchester. Along with attending board meetings, members are expected to contribute additional voluntary effort in supporting the activities of the society.

In addition, Directors liaise and engage via email and the online communication tool 'Slack'. Being able to communicate electronically is an important part of being a Board member; papers are circulated and meeting arrangements are made by email.

### **Roles and responsibilities of Board members**

The role of a Board member is varied. You will be expected to perform your duties and responsibilities with integrity and efficiency to a standard commensurate with both the function of your role as Director and your knowledge, skills and experience.

The role of FOSPH's Board of Directors is to ensure our long-term success. The Board is appointed by and accountable to the over 800 investor members of FOSPH. The Board provides accountable leadership by setting the strategic direction and ensuring it runs efficiently within a framework of prudent and effective controls.

Directors are in charge of the organisation's affairs and are fully liable in law. Ignorance is no protection under the law. They must always act with due diligence and will hold greater responsibilities on matters in which they are professionally qualified or experienced.

### **Confidentiality**

Directors are in a position of trust both for the Board and the organisation as a whole. They act as trustees and agents for the organisation and its members, and must not disclose confidential matters. As with standard practice when acting in the capacity as a Director of FOSPH, a Director's duty of care is to FOSPH, and not any other organisation that Director may be a member of.

### **Expenses**

FOSPH will cover the cost of reasonable out of pocket expenses of Directors, full details of our expenses policy are provided during director inductions. This is an entirely voluntary role and FOSPH is unable to pay any fees in respect of your role.

### **Election**

Most Directors are elected at our Annual General Meetings (AGMs), where members get to vote for candidates. However, the Board can also co-opt up to two external independent Directors, who are selected for their skills and/or experience. In this instance, because we require a Treasurer with a certain level of experience and relevant skills, the Board will appoint the successful candidate.