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**TREASURER**

Remuneration: The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Time commitment: 12 Board meetings per year

Reporting to: Board of Directors (Executive Committee)

**JOB DESCRIPTION:**

We need a Treasurer who is excited by the project. Someone who loves Manchester. Someone who sticks up for the underdog. Someone who loves the idea of a genuine community hub in the centre of the huge [Manchester Life](http://www.manchester.gov.uk/news/article/6909/major_new_partnership_will_deliver_thousands_of_manchester_homes) regeneration initiative. Someone who will make it happen.

You will bring commitment, passion and the ability to harness all the resources to make the vision come true.

**OBJECTIVE:**

The Treasurer will oversee the financial matters of the ADT in line with good practice and in accordance with the governing document and legal requirements and report to the Board of Directors at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place and are appropriate for the ADT.

**PRINCIPAL RESPONSIBILITIES:**

* Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Director
* Being assured that the financial resources of the organisation meet its present and future needs and are within the charities objectives
* Being instrumental in the development and implementation of appropriate financial reserves policy and investment policies

**MAIN DUTIES:**

* Ensuring that appropriate accounting procedures and controls are in place
* Advising on the financial implications of the organisation's strategic plans
* Liaising with the ADT’s auditors and Company Secretary, where appropriate
* Ensuring equipment and assets are adequately maintained and insured
* Keeping the Board informed about its financial duties and responsibilities
* Contributing to the fundraising strategy of the organisation
* Making a formal presentation of the accounts at the annual general meeting
* Sitting on appraisal, recruitment and disciplinary panels as required

**PERSON SPECIFICATION:**

The Board of Directors are jointly and individually responsible for the overall governance and strategic direction of the ADT, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Directors should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Directors in any aspect of the governance of the ADT.

**EXPERIENCE:**

Individuals are sought who have a strong empathy with our mission to restore Ancoats Dispensary for the community, and an interest in heritage and community development. If you have experience in one or more of the following topics, please get in touch.

Experience in/knowledge of:

* Finance/accounts
* Private/community partnerships
* Successful experience of operating within a board in a voluntary, charitable, public sector or commercial organisation
* A proven track record of sound judgement and effective decision-making
* A history of impartiality, fairness and the ability to respect confidences
* A lively interest in, strong commitment to, and appreciative awareness of the social enterprise sector
* the independent role and function of a community organisation

**KNOWLEDGE, SKILLS AND UNDERSTANDING:**

* Commitment to the organisation and a willingness to devote the necessary time and effort
* Preparedness to make unpopular recommendations to the Board, and a willingness to speak their mind
* Good, independent judgement and strategic vision
* An understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship
* An ability to work effectively as a member of a team
* An understanding of the respective roles of the Chair, Directors and Chief Executive

**ADVERT TEXT FOR POSITION OF TREASURER**

**ANCOATS DISPENSARY TRUST NEEDS YOU!**

Ancoats Dispensary Trust (ADT)is a grass roots community group dedicated to saving and restoring the Grade 11 Listed Ardwick and Ancoats Dispensary for the people of Manchester.

The project aims to capture and share the history of this pioneering building’s lasting witness to urban poverty, ill health and social welfare, and transform it into a thriving sustainable, mixed-use community hub owned by the community, for the community. The Dispensary will be focused on health and wellbeing activities, reflecting the building’s original purpose as a place of healing, and will also contain commercial space for charities and social enterprises whose work reflects the socially responsible vision for the new Dispensary.

We’re looking for a new Treasurer to help us realise this vision and help manage the Trust’s finances, so if you’ve a head for figures and a passion for making a difference we want to hear from you!