

MANCHESTER YMCA

BOARD OF TRUSTEES

JOB DESCRIPTION: HONORARY TREASURER

Job Title: Honorary Treasurer

Responsible to: AGM and Board of Trustees

Purpose:

To actively contribute to the Board's role of giving clear strategic direction to the Manchester YMCA, setting overall policy, defining goals, setting targets and reviewing performance against those targets.

To advise the Board in ensuring that the Manchester YMCA applies its financial resources exclusively in pursuance of its charitable objects.

To help the Board ensure that the Manchester YMCA fulfils its financial obligations, including the setting and meeting of its own procedures and the meeting of those set out in any legal frameworks that relate to the Manchester YMCA.

1. Main Duties

- 1.1 Contribute to the Board of Trustees' role in setting, leading and maintaining the strategies and policies of the Manchester YMCA.
- 1.2 Ensure that proper financial records and procedures are set and maintained.
- 1.3 Liaise with the CEO and finance team on the preparation of budgets and financial reports and present the annual accounts to the Board and AGM.
- 1.4 Help ensure that the financial resources of the Manchester YMCA meet its present and future needs.
- 1.5 Advise the Board on policies and procedures for reserves, investment and internal audit.
- 1.6 Advise on the appointment of auditors.

- 1.7 Liaise with the CEO and finance team to ensure that accounts are prepared and disclosed in the form and at the time required by relevant statutory bodies and external funders.
- 1.8 Advise the Board on its financial duties and its compliance with financial regulations.
- 1.9 Advise the Board on any financial implications of the Manchester YMCA's strategic development plans.
- 1.10 Advise the Board on insurance matters.
- 1.11 Advise and support the CEO and finance team on financial issues.
- 1.12 Be a signatory to the Manchester YMCA's bank accounts.

2. Dimensions

- 2.1 Meetings of the Board of Trustees occur 10 times per annum and are of approximately 2 hours duration, usually commencing at 5.30 pm on the last Thursday in the month. Attendance at every meeting is not necessary but it is expected that the Treasurer would be present at least four times a year.
- 2.2 The Annual General Meeting takes place in September, approximately one hour's duration.
- 2.3 On occasions an "awayday" may take place. In past years this has involved an overnight stay away from Manchester, but more recently a Saturday morning locally followed by lunch has been usual.
- 2.4 Meetings with staff on financial matters will take place by agreement.
- 2.5 Communication and meetings with other officers of the Board, Chief Executive and finance staff as necessary.

3. Person Specification

In addition to the specification for a Board member the following skills are desirable:

- 3.1 Financial qualifications and experience.
- 3.2 Experience in the hotel and leisure sectors, in addition some experience of charity accounting and fundraising.
- 3.3 Skills to analyse proposals and examine their financial consequences.
- 3.4 Preparedness to make honest and, if necessary, difficult recommendations to the Board of Trustees.
- 3.5 Willingness to be available to staff for advice and occasional consultations.
- 3.6 Chairing skills.