
Application for Honorary Treasurer

Let's change things together

Job title:

Honorary Treasurer

Reporting to:

Souster Youth Chair of Trustees

Post available from:

31st August, 2022





Let us introduce ourselves

Souster Youth is an exciting youth work organisation in the east Northamptonshire area. Our work has grown rapidly since we started in February 2016. We work to transform the social, emotional, and spiritual wellbeing of young people in our area. We work with schools, churches, and the local community.

We work in 4 secondary schools and a number of primary schools offering mental health support, curriculum support and work with parents.

We have strong relationships with local churches and have helped a number of them grow their work with young people and add to their teams. There is much more to come.

Partnering with Peterborough Diocese, our Youth Ministry Training programme equips youth workers from across the region in their work with young people.

We are proud of the brilliant team that makes it all happen; we're a mix of 16 volunteers, 4 staff and 6 trustees.

Our area: With it's affordable housing, outstanding schools, rural location with well-established transport links, and welcoming towns and villages, this is a great place to live. The developments we've seen over the past five years have convinced us that this area is poised to become a key hub for Youth Work moving forward.



It's what makes us tick

Change.

We're here for all young people.

We bring an **upward change** in the social, emotional and spiritual wellbeing of young people. We work to address the most pressing needs of young people, and through our work they see our Christian faith in action.

Grow.

We're here for young people with Christian faith.

We help young people with Christian faith to **learn** and **practice** their faith in ways that transform their lives and the world for the better.

Build.

We're here for the local church.

We help churches **start** and **grow** work with young people. Local churches can become places where young people are nurtured, challenged, and inspired both now and in the future.



My, haven't we grown!

Over the last six years we've grown in size, ambition and budget but we haven't finished yet. Because people are at the heart of all we do, we've taken care to build a great team.

Could this be the moment for you to join us?

Good financial management is vital to the running of Souster Youth; we take it seriously and see it as directly benefitting our work with young people.

There is a clear plan for this role but, if you join our team, you will be given the freedom to develop and grow, using your unique skills and we will shape the role around you.

If you want to join a team making a lasting impact on young people's lives, this is a great opportunity to join **Souster Youth**.

02 – The role



About this role:

The **Honorary Treasurer**, who may also be a Trustee of the charity, has overall responsibility for finance at Board level, including financial planning, cash management and the maintenance of effective financial controls; they also head up relations with the charity's insurance brokers, pension providers and Independent Examiner.

The Treasurer works in conjunction with the Director and has direct access to the Chairman and other trustees. They work with the Office Manager in relation to her responsibilities for the day-to-day accounting function, and are available to her as a point of reference.

Most of the work can be carried out at home, but there will be occasional need for discussions at Souster Youth's base in Thrapston, and the Treasurer is expected to attend and report to Board meetings four times a year. The post is expected to occupy about 120 hours each year, but includes monthly, quarterly and annual peaks.

Key responsibilities and duties

1. Main responsibilities

1.1 To prepare the annual budget in collaboration with the Director;

1.2 To monitor performance against budget at monthly intervals;

1.3 To present the budget and quarterly management accounts at Board meetings;

1.4 To monitor cash adequacy;

1.5 To maintain support for, and general oversight of, the Office Manager, acting as a point of reference in relation to her operation of the accounting function, including the recording of donations and grants;

1.6 To ensure appropriate treatment of restricted, designated and undesignated funds, in relation both to donations and expenditure;

1.7 To monitor compliance with the charity's Reserves Policy, reporting to the Board as necessary, and to advise the Board in relation to any changes of policy he or she considers appropriate;

1.8 To discuss and arrange the annual renewal of the charity's insurances;

1.9 To assist the Office Manager as necessary in negotiating the renewal of contracts with utility suppliers;

1.10 To support the Office Manager as necessary in discussions with the charity's payroll bureau;

1.11 To consult as necessary with the Director, Office Manager and payroll bureau in relation to the operation of the charity's Workplace Pension Scheme;

1.12 To prepare brief quarterly reports for the charity's main sponsor as the basis for drawing instalments of agreed grants.

2. Additionally, in relation to the annual Independent Inspection, the Treasurer:

2.1 Ensures that all accounting functions for the year have been completed;

2.2 Arranges for the Independent Inspection to be carried out and agrees a timetable for completion and approval of the Report and Accounts by the trustees;

2.3 Drafts the Trustees' Annual Report, in conjunction with the Director and the Chairman;

2.4 Leads discussions with the Independent Examiner, and agrees the final accounts with him;

2.5 Presents the Report and Accounts to the trustees for approval.



Here's what we're looking for

Whilst the Treasurer is not responsible for fundraising, they respond to requests from the Director for financial information needed to support grant applications. The Treasurer also participates in discussions with the Charity's main sponsor in relation to the level of its annual grant support.

Qualifications and Experience

- Whilst particular qualifications are not specified, applicants are expected to have a sound understanding of accounting principles and regulations, and to have experience of using accounting software.
- Knowledge of accounting for charities and of charity regulation would be an advantage.
- The post might suit a person not in full-time employment, with professional experience in accounting or finance, who would enjoy the opportunity of working to benefit local young people..

Skills

- Intentional relational working
- Intellectual capability
- Judgement and decision-making
- Honesty and integrity
- Personal effectiveness and self management
- Finance and databases
- Working with computer systems (e.g. word processing, spread sheets, databases, accounting software - training can be provided)

Budgeting

- Manage expenditure and income budgets
- Ability to critically analyse financial reports.

Conditions of employment

Location: Thrapston, Kettering
Hours: 120 hours a year
Transport: Employee to provide own vehicle
Probation: 3 months
Termination: 3 months by either party



Here's how to apply

Applications should be submitted and addressed to:

jason@sousteryouth.org

Post available from:
31st August, 2022

For an informal chat about this post please email, or call Jason Royce on **01832 735999**.

Existing Souster Youth terms and conditions of employment apply.

Souster Youth is committed to safeguarding the welfare of young people and expects all employees to share this commitment. All appointments are subject to a satisfactory DBS check being received. The Souster Youth Trust is a registered charity: 1162368