



## Vacancy for Board Treasurer

Made in Hackney Local Food Kitchen is in the early stages of becoming its own independent charity, after 4 years of being a project of charity AMURT UK. As part of the process of recruiting a new Board of Trustees we are looking to recruit a new Trustee who will also serve in the role of Treasurer.

You will be a strong, experienced and enthusiastic advocate for Made in Hackney and help to raise our profile.

The role description below covers the duties of a Trustee and a Treasurer.

### Duties of the Treasurer

#### Overall

- To oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- To ensure proper records are kept and that effective financial procedures are in place.
- To monitor and report on the financial health of the organisation.
- To oversee the production of financial accounts.

#### Specifically

- To liaise with relevant staff (Finance Manager) and board members in order to monitor and report to other trustees on the financial viability of the organisation.
- To make fellow board members aware of their financial obligations and to take a lead in interpreting financial data to them.
- To review and comment on the reported financial position at trustee meetings.
- To oversee submission of year end accounts to the Charity Commission and engage services of an independent examiner as part of this process.
- To oversee the production of an annual budget and its adoption.
- To input into long term strategic planning and appraise the financial viability of plans and proposals.
- To advise on matters of financial and data security.

### Trustee – Overall Duties

- Ensuring that the organisation pursues its stated vision and mission (purposes), as defined in its governing document, by developing and agreeing a long-term strategy/business plan
- Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable aims (ie the charity must not spend money on activities that are not included in its own aims, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place

- Ensuring the financial stability of the organisation.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the lead Project Manager (if the charity employs staff)

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

#### **Person specification**

- Qualified Accountant
- A commitment and empathy to the mission and vision of Made in Hackney
- A willingness to devote the necessary time and effort to the trustee role
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

#### **Time Commitment**

- Attend a one day induction training for new trustees – this will most likely be a week day
- Attending four Board meetings per year held in the evening
- Be able to commit 4-10 hours a month proactive help in addition to attending meetings
- Devote an extra day to work on year end accounts for submission to Charity Commission.

We also hope to organise a one day Trustee away day.

#### **Benefits**

- A career development opportunity – a chance to help shape the future direction and growth of an ethical food enterprise and develop valuable skills in the sector
- A meaningful way of giving back and ensuring the success of a dynamic small charity working to address spiralling health and environmental crisis
- Gain valuable insight into the internal operations of a dynamic community food project
- Networking opportunities with other influential trustees

These roles are not remunerated but reasonable expenses will be reimbursed (e.g. travel).

**To apply** please send a CV and Cover Letter to [sarah@madeinhackney.org](mailto:sarah@madeinhackney.org) . You will be invited for an informal interview to discuss the role in more detail.

[www.madeinhackney.org](http://www.madeinhackney.org)