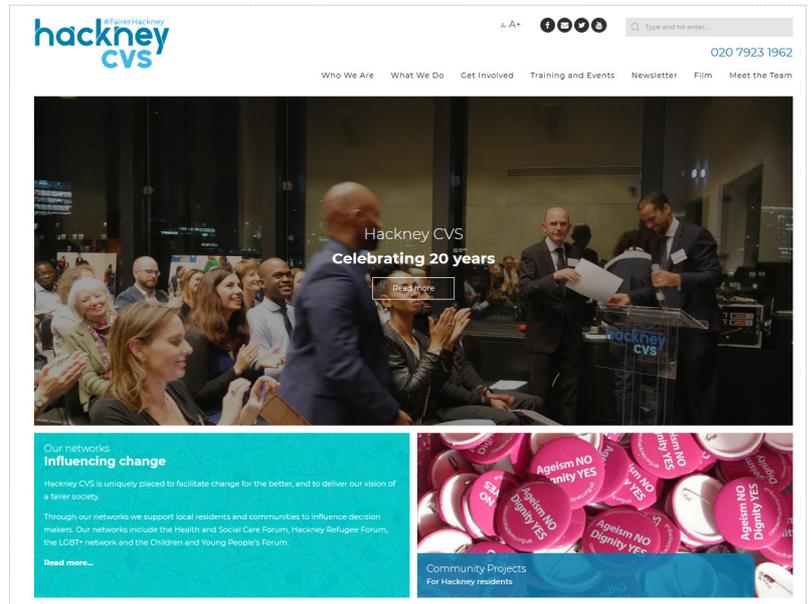


Hackney CVS is looking for a new treasurer – could it be you?

About Hackney CVS

Hackney CVS is the umbrella body for charities and community groups in Hackney and is largest of its kind in London. We hold the Investors in People Gold Standard and have the highest ever quality mark score for an infrastructure organisation in the UK.

Established in 1997, Hackney CVS has been at the forefront of supporting Hackney's communities to play a role in local service delivery, championing the interests of marginalised communities at a strategic and grassroots level and securing £millions worth of investment into the sector through grant programmes and charitable foundations.



For more details of our 20 year history please visit here <http://hcv.org.uk/20-years/>

What do we do?

As an umbrella body we work with local charities and community groups to support them to deliver projects to residents. We also provide a voice for the sector at the strategic table, helping local representatives 'speak truth to power'. We run a range of projects and programmes. By way of example:

- Our Talentmatch youth employment programme has supported over 220 young people into work
- Our Connect Hackney programme has engaged over 2,300 socially isolated older people
- Our training programme annually supports 100s of local people who run community projects to get advice and training around key topics which affect charities such as: good governance; financial management; marketing; and fundraising
- We set up Hackney Giving as a mechanism to raise funding from corporate companies for local community projects, raising over £300k since it was launched in 2014
- We provide a weekly newsletter which informs over 2000 people

At any one time Hackney CVS is running 20 or more projects. Our website gives you an overview of our current work programmes and projects www.hcv.org.uk

The environment for the voluntary and community is a challenging one and there are still many issues facing the sector including: lack of funding for projects; pressure from funders to continually demonstrate impact; increasing cost of living/working in Hackney; which are set against a huge array of socio-economic issues such as unemployment, poor health and lack of access which affect many poorer residents in the borough.

www.hcv.org.uk

Registered Charity No: 1069736
 Limited Company No: 3365292



The new treasurer will join a committed Board of Trustees with many years experience. We are proud that we are a fit for purpose organisation with robust financial and performance management systems and most importantly have in place a skilled and committed staff team and Board of Trustees.



About the Hackney CVS Board of Trustees

The Board of Trustees is made up of volunteers from corporate organisations, government bodies and local voluntary and community organisations. With a wide range of skills, they are ambassadors of Hackney CVS's 3 year strategic plan. To find out more about our trustees please visit here <http://hcv.org.uk/meet-the-trustees/> or to meet the staff team visit here <http://hcv.org.uk/meet-the-team/>

Hackney CVS has 30+ staff and 7 trustees at present with a range of skills and experience. The treasurer will work closely with the Finance Director, CEO and Chair to ensure good management and oversight of our finances.

The board recently became the first charity in the UK to adopt the Code of Good Governance which the board is committed to implementing. For more details about the Code please visit here <https://www.charitygovernancecode.org/en>

What's involved in being a Treasurer/trustee?

As a co-opted Treasurer you will have knowledge and experience that will benefit the Board of Trustees and, ultimately, the organisation. You will also be committed to furthering Hackney CVS's role in supporting the large voluntary and community sector in Hackney. Please read the **person specification and role description** below for more details of what we expect of candidates.

How much time would you need to give as Treasurer?

Hackney CVS Trustees meet as a board 6 times a year (usually on a Wednesday evening from 6-8pm). They also attend the Annual General Meeting and get involved in other activities such as our annual community awards night, meetings with the local Mayor and also staff activities such as our away day and Christmas party.

How will a Treasurer be selected?

Hackney CVS Board of Trustees can co-opt suitable people on to the Board through the submission of a CV and supporting letter followed by an interview with the Chair and CEO. Eligible candidates will be invited to meet the existing Board of Trustees prior to being selected for the role. On joining the organisation new trustees can expect to be properly inducted and supported in their role by existing trustees and senior managers in the organisation. All new trustees will be expected to sign a declaration of their appropriateness to act as charity trustees and company directors – see **Appendix A**.

Hackney CVS is also committed to ensuring that training and development opportunities are available for its Trustees.

Duties of the Treasurer

The duties of the treasurer cover two areas: those as a trustee and those specifically designated to the treasurer function. The overall role of a Treasurer is to maintain an overview of the charities affairs, ensuring its financial viability and working with the Finance Director to ensure that proper financial records and procedures are maintained.

The statutory duties of a Trustee

Anyone who is a trustee which includes the treasurer role is bound by some core responsibilities which can be summarised as follows:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance

To know more about the role of a charity trustee please visit here <https://www.gov.uk/guidance/charity-trustee-whats-involved>

The statutory duties as a treasurer

The treasurer works in close cooperation with, and provides support and advice to the Finance Director.

The specific responsibilities of the treasurer are to:

1. Guide and advise the Board of Trustees in the approval of budgets, accounts and financial statements, within a relevant financial policy framework – we have financial procedures which are reviewed annually
2. Keep the Board informed about its financial duties and responsibilities
3. Advise the trustees (and the staff Executive Team) on the financial implications of the organization's strategic plans and key assumptions included in operational plans, annual budgets
4. Confirm that the financial resources of the organisation meet its present and future needs and that there are appropriate reserves and investment policies in place (reserves policy and investment policy available on request)
5. Understand the accounting procedures and key internal controls to be able to assure the Board that the Charity's financial integrity is sound.
6. Ensure that the accounts are properly audited, that accepted recommendations of the auditors are implemented and provide financial expertise to the audit committee, if appropriate.

7. Meet the external auditor and, where relevant, the internal auditor independently from the Finance Director at least once a year.
8. Formally present the accounts at the Hackney CVS Annual General Meeting (AGM), drawing attention to important points, either in written report or orally.
9. Monitor the organisation's investment activity and ensure its investment policy is consistent with the organisation's policies, aims, objectives and legal responsibilities.

To find out more about the roles and responsibilities of being a treasurer visit here <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#s12>

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board reach sound decisions. This will involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Trustee person specification

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team using impartiality, fairness and confidentiality
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Treasurer Person Specification

In addition to the qualities needed by all trustees, the Treasurer should also possess the following specific skills and experience:

- financial experience and business planning skills
- some experience of charity finance and fundraising or a willingness to develop understanding
- the skills to analyse proposals and examine their financial consequences
- a preparedness to make unpopular recommendations to the board

Conflict of Interest

What is a conflict of interest and what issues does it raise?

A conflict of interest is any situation in which a trustee's personal interests, or interests which they owe to another body, and those of the charity arise simultaneously or appear to clash.

We recognise that it is inevitable that conflicts of interest occur. The issue is not the integrity of the trustee concerned, but the management of any potential to profit from a person's position as trustee, or for a

trustee to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the charity's reputation, so conflicts need to be managed carefully. To this end the Board has a Conflict of Interest process in place.

You should fully understand this process in order to fulfill your responsibilities as a trustee/treasurer and determine if you have any existing conflicts of interest that should be declared before any Board meetings begin.

What to do if you are interested in becoming our treasurer?

We welcome hearing potential volunteers with finance experience who also have an interest in charity governance and management and have the potential time commitment to act as a trustee.

If you would like to initially talk informally about the treasurer role then please contact Mark Boisson, Finance Director on 0207 923 1962 or mark@hcvs.org.uk

If after speaking to our Finance Director you are interested in being considered for the role then you can apply to be co-opted onto the board by sending your C.V. and a letter setting out your skills and experience relevant to the role, and saying why you are interested in joining our Board of Trustees to mark@hcvs.org.uk

He will then invite you to an informal meeting with him and the Chair. This meeting will enable both you and us to find out more about each other, and help both parties determine whether they are keen to continue with the co-option process. Following a positive outcome to this meeting, you will then be invited to a Board of Trustees meeting, to meet the rest of the Board and they will vote on your co-option.

The closing date for applications is 31st January 2018. The vacancy will be closed before this date should sufficient quality applications have been received.

If you have any questions then please don't hesitate to contact Mark Boisson, Finance Director on 020 7923 1962

APPENDIX A

Form of declaration of commitment and qualification for trusteeship

I am committed to achieving the objectives of Hackney CVS

I understand the responsibilities and liabilities I am taking on in becoming a treasurer/trustee of Hackney CVS and agree to devote the necessary time and effort to my trusteeship.

I am not disqualified from acting as a trustee under section 72 of the Charities Act 1993.

Signed:

Date:

Section 72 of the Charities Act 1993 disqualifies people who:

- have been convicted of any offence involving dishonesty or deception;
- have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged;
- have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- have been removed from the office of organisation trustee or trustee for a organisation by an order made by the Commissioners or by the High Court, on the grounds of any misconduct or mismanagement in the administration of the organisation for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated;
- have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of anybody;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).