MERTON MENCAP

Treasurer (and trustee)

Title Treasurer (and trustee)

Time commitment
Executive Committee Meetings: 6 per year (2hrs each)
Finance sub Committee Meetings: 3 per year (1hr each)
Internal audit: 2 per year (2hrs each)
Annual General Meeting: 1 per year (3 hrs)
Liaison with CEO, Finance Manager: Approx. 10 hours per year
Total: 32 hours per year

Location: Merton Mencap head office, Morden and meetings locally

Purpose

The charity's Executive Committee has joint and severable responsibility for the governance of the organisation, including finances. This includes oversight of the financial affairs of the organisation in order to ensure that Merton Mencap conforms to good legal and constitutional obligations and works within accepted accounting practice and charity law.

Trustee & Treasurer will provide mentorship, expert accounting advice, guidance and support to the Chief Executive Officer and Finance Manager and will take part in the Finance sub-Committee meetings.

The Chief Executive Officer (CEO) is responsible for managing the Finance Manager who is responsible for the timely and accurate compliance with financial accounting regimes within Merton Mencap.

Key accountabilities

1. With Board of Trustees, ensure oversight of robust financial management regimes at Merton Mencap.

2. Review quarterly accounts presented by the Finance Manager and guide the CEO in the identification of any risks, issues and concerns.

3. Conduct periodic internal audits, providing findings and recommendations to the CEO.

4. Actively contribute to quarterly Finance sub-Committee Meetings, providing accounting expertise and insights, identify trends and assist with the identification of any risks.

5. Provide accounting advice, guidance and mentorship to CEO and Finance Manager.

6. Together with the Executive Committee, ensure the Chief Executive submits the charity's Annual Accounts to the Charity Commission and Companies House on time.

7. Together with the Executive Committee support the continuous improvement of financial systems, modern policies and procedures in line with legislation and best practice.

Experience, Skills and Personal Qualities

- A qualified accountant with accounts experience in the charity sector.
- A willingness to devote the necessary time and effort to the role
- Knowledge and experience of current financial practices relevant to voluntary and community organisations.
- Knowledge of recognised financial accounting and cost management software, in particular Excel and Sage would be advantageous.
- Exemplary financial analysis skills.
- Ability to communicate clearly with the ability to challenge and raise concerns in a constructive and transparent manner.
- Honesty and integrity.
- Ability to act as a role model and mentor the CEO and Finance Manager
- Willingness to understand the services provided by Merton Mencap, by visiting at least two of the services each year.
- An understanding of the relationships with key funders.

Financial Governance Process at Merton Mencap

Job Title	Prescribed Responsibilities	Responsible to
Trustee Board including Trustee / Treasurer	• Ensuring the Board and Committees meet regularly, fostering open and challenging discussion; and providing independent oversight of executive decisions and financial reporting. • Maintenance of the independence, integrity and effectiveness of the whistleblowing procedures, and the protection of staff raising concerns in connection with any matter, including financial. • Oversight of the organisation's remuneration and expense policies and practices. • Oversight of the assessment of the organisation's risk and solvency assessment. • Monitoring that the financial affairs of the organisation are legal, constitutional and within accepted accounting practice. • Mentor guide and support the Chief Executive Officer	Chair of Trustees
Treasurer / Trustee	• Lead on and provide a report on internal audits • Chair of Finance & Audit Sub Committee. • Mentor guide and support the Chief Executive and Finance Manager	Chair of Trustees
Chief Executive Officer (AW)	• Leading the financial culture and standards of the organisation. • Management of the Finance Manager • Ensuring (through the team) the production and integrity of the organisation's financial and regulatory reporting. • Ensuring (through the team) the allocation of the organisations financial resources in accordance with agreed budgets and funding, and the monitoring of this. • Ensuring the organisation's risk and solvency assessment. • Ensuring that all employees performing financial roles within the organisation are fit and proper and hold the appropriate qualifications and experience to do so. • Induction, training and professional development for all the organisation's key financial function holders; • Active participant of Finance & Audit Sub Committee • Provide an up to date report and insight to the Board on the financial status of the organisation and each of its projects.	Board of Trustees
Finance Sub Committee	• Chairperson – Trustee / Treasurer • Chief Executive Officer • Finance Manager • Office Manager • Additional Trustee **Purpose:** to meet quarterly before ECM meeting to review and agree quarterly financial information,	Board of Trustees

	and tracking against budget and funding streams. Report on financial performance of each project and highlight to Board of Trustees any areas of concern and proposed action plan to resolve issues.	
Finance Manager	• Embed the organisation's culture and standards in its day-to-day management • Prepare end of year statutory accounts • Prepare quarterly management accounts • Bi monthly meetings with Chief Executive and Office Manager to review and draw together the financial summary and assess each project's financial performance. • Preparation and tracking of budgets • Active participant of Finance & Audit Committee	Chief Executive Officer
Office Manager	• Input into and reporting from Sage Line 50 • Processing of payroll and expenses • Accounts payable and receivable. • Petty cash • Bank reconciliations • Banking • Active participant of the Finance & Audit Committee including preparation of minutes	Chief Executive Officer