



Treasurer - Board of Trustees

Role Description and Person Specification

The opportunity

We are seeking a Treasurer to join our Board of Trustees and bring their financial management & accounting skills, experience and enthusiasm to guide us as we move into an exciting new phase of development for the charity.

Now is an exciting time to join the Board of Trustees, as we are soon to be formally merged with Nottingham Festival of Science and Curiosity, a small charity that leads on the fundraising for the annual Festival. For some years, Ignite! has been contracted to deliver the Festival on an annual basis, and with the merger it will now become part of Ignite!'s range of programmes and form a key part of a new combined strategy.

About Ignite!

Ignite! has a long and distinguished history as a small, but mighty Nottingham-based charity that supports children and young people to develop their curiosity and creativity to equip them for an unknown, but exciting future. We facilitate creative partnerships between professional sectors and communities of young people, including schools, youth groups and community groups, particularly those at risk of social exclusion. We link young people with a variety of professionals to share learning, develop understanding, and celebrate new ideas and ways of thinking. Find out more about us: www.ignitefutures.org.uk

In our most recent annual accounts to March 24, our total income was £206,847 (an increased position from £95,478 in March 23). We are funded predominantly through grant funding for our projects with some contracts for services and sponsorship from the private sector. Current funders include Paul Hamlyn Foundation, National Lottery, BBC Children in Need, Royal Society for Chemistry, The Gemini Fund, Catalent, Department for Education, B&Q Foundation, Small Steps Big Changes and Nottingham Trent University.

Purpose of Treasurer Role

As Treasurer, you will also be a trustee, fulfilling the usual duties of a trustee, however you will be asked to contribute additional support as a Treasurer. The Treasurer's role is to maintain an overview of Ignite!'s financial affairs, ensure its financial viability and sustainability and see that the charity maintains proper financial records and procedures in line with accepted accounting best practice and in compliance with the governing document and legal requirements. The Treasurer will report to the board of trustees at regular intervals on its state of financial health.



Role Responsibilities

The **trustees are jointly responsible** for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

The **Treasurer** has an important role in contributing to/guiding/informing the Board's collective responsibility:

- Overseeing and approving budgets, accounts and financial statements.
- Being assured that the financial resources of the organisation meet its present and future needs.
- Ensuring that the charity has an appropriate reserves policy.
- Working with the Operations Manager in the preparation of financial reports, and leading on presenting financial reports to the board.
- Chairing the Board's Finance governance group.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with and providing guidance to staff on financial matters on an ad-hoc basis.
- Advising on the financial implications of the organisation's strategic plans.
- Overseeing the charity's financial risk-management process;
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission.
- Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Ensuring the accounts are presented in a coherent and easily understandable way in our annual report.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Being a bank signatory and approving documentation as required.

In addition, with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard



Person Specification

We are seeking individuals with:

- commitment to our vision, mission and values;
- excellent teamwork and leadership skills and effective decision-making;
- willingness to commit time and effort to the role;
- good, independent judgement, strategic vision and ability to communicate ideas;
- history of impartiality, fairness and commitment to promoting equality and diversity.

As treasurer you will also have:

- financial qualifications and/or experience;
- experience in or an understanding of charity accounting;
- the skills to analyse proposals and examine their financial consequences;
- willingness & ability to make unpopular recommendations to the board;
- the skills to communicate financial information effectively and clearly;
- time to be available to staff for advice and enquiries on an ad-hoc basis.
- the ability to attend some meetings in Nottingham (meetings will be held both in-person and online);
- any experience or awareness in charity law would be beneficial but is not essential.

Remuneration:	The role of Trustee/Treasurer is voluntary (with travel expenses covered).
Location:	Ignite!'s main office is in Nottingham . Board meetings rotate between Nottingham and online.
Time commitment:	Five Board meetings per year, which includes the AGM (usual board meeting times are 5-7pm). The Finance Working group will typically meet 5 times per year between board meetings. Time commitment for the role overall is up to 6 days per year.
Term:	Trustees usually serve a three-year term, and are eligible for re-appointment for a second three-year term. A third term is allowed in the case where the skills of the post-holder have not been found in another candidate.
Safeguarding:	All Ignite! trustees are required to undertake an Enhanced DBS Check (cost covered by Ignite!) and comply with our Safeguarding Policy.
Training:	Ignite! is committed to supporting its trustees in carrying out their duties and will support any identified training requirements.

To apply Please send your CV and a covering letter that outlines your interest in the role to Sarah Walley, Company Secretary sarah@ignitefutures.org.uk. We also welcome informal enquiries before applying, so please do get in touch.

Please note: Applications will be accepted until the post is filled.