**Job Title:** **Treasurer**

**About Stepping Stone**

Stepping Stones (Luton) is a charity dedicated to empowering women who have suffered domestic abuse or are vulnerable due to substance misuse by providing hope and the skills and resources to make positive life choices.

Since being founded in 2008 the service has adapted based on the needs of our clients. It has led to the development of a broad set of services that includes dedicated adult and children support programmes. Our portfolio of services reflects this evolution and is fully geared to meet a wide range of needs and fully integrates with partner agencies working locally.

**General trustee responsibilities**

* 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 applies 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.

**Main Responsibilities of the Treasurer**

* Overseeing, approving and presenting 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
* The preparation and presentation of financial reports to the board
* Ensuring that appropriate accounting procedures and controls are in place
* Advising on the financial implications of the organisation's strategic plans
* Ensuring the organisation's compliance with legislation
* Ensuring equipment and assets are adequately maintained and insured
* Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies
* Submitting the annual confirmation statement to Companies House
* Assisting with or preparation of bid documents for funders and subsequent financial reports to funders
* Keeping the board informed about its financial duties and responsibilities
* Contributing to the fundraising strategy of the organisation
* Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
* Sitting on appraisal, recruitment and disciplinary panels as required
* Preparing monthly payroll using Sage software
* Authorising payments
* Countersigning cheques

**Qualities of a Treasurer**

* Commitment to the organisation
* Willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgment
* 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
* Commitment to the organisation

**Desirable experience**

* Knowledge and experience of current and fundraising finance practice relevant to voluntary organisations
* Knowledge of bookkeeping and financial management
* Good financial analysis skills.
* Ability to communicate clearly