

TREASURER

KEY RESPONSIBILITIES

Overall governance and strategic direction of the South Eastern Baptist Association, ensuring that the Association complies with its legal and statutory obligations and fulfils its duty to its members and beneficiaries through its charitable activities and delivers on its vision, priorities and values.

Overseeing all financial aspects of the Association, on behalf of the board of trustees, to ensure its short and long-term viability and assisting the Moderator in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the Association.

CORE DUTIES

- Ensuring the Association only applies its assets and resources in pursuance of its objectives as defined in its Memorandum of Association
- Ensuring the Association complies with its trust deed, by laws and Articles of the Association
- Ensuring that the Association operates within the financial guidelines set out in current legislation, by the Charity Commission and in line the Association's policy
- Ensuring that the Association has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- Identifying any financial risks facing the Association
- Ensuring that the Association's financial resources are sufficient to meet the Association's current and future needs
- Advising the board on the reserves policy, and ensuring that this is reviewed and monitored regularly
- Scrutinising the proposed annual budget, and advising and guiding the board accordingly
- Scrutinising management accounts and performance against budget
- Scrutinising and evaluating the Association's cash flow position
- Ensuring that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given
- Overseeing the production of annual accounts and ensuring their timely submission
- Making full use of personal skills, knowledge or experience to help the board make good decisions in the best interests of the Association
- Attending quarterly Board meetings, contributing actively in giving knowledgeable direction to the Association

- Chairing the Finance and General Purposes Committee
- Preparing carefully for each meeting, scrutinising any papers provided and asking for any additional information required to make informed decisions

ADDITIONAL DUTIES

- Safeguarding the good name and values of the Association
- Protecting the property of the Association and ensuring the proper investment of the Association's funds
- Ensuring that the Association has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the overall effectiveness of the Association and for its “corporate” behaviour
- Ensuring that the Association’s governance and compliance is of the highest possible standard

EXPERIENCE

Essential

- Committee/trustee work
- Knowledge of the type of work undertaken by SEBA
- Charity finance, charity fundraising

Desirable

- A wider involvement with the voluntary sector
- Leadership skills exercised through a period change

SKILLS

- A strategic and forward-looking mindset in relation to the Association's objects and aims
- Good, independent judgement, a commitment to political impartiality and the ability to think creatively in the context of the organisational and external environment
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues
- The ability to balance tact and diplomacy with a willingness to challenge and criticise constructively

PERSONAL

- A member of a SEBA church who demonstrates Christian maturity and sound Biblical understanding
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Commitment to the Association's objects, aims and values and willingness to devote time to carry out responsibilities