

**TREASURER JOB DESCRIPTION**

**Home-based: Minimum six annual face-to-face meetings or virtual meetings**

**Reporting to: The Chair of trustees**

**Remuneration: This role is voluntary. Any travel expenses will be reimbursed.**

**Date: not applicable**

**Overall purpose**

* To provide financial leadership to the Board of trustees and Chief Executive.
* To drive continuing development and lead on ensuring good practice and robust financial governance are in place.
* To ensure the trustees fulfil their duties and responsibilities concerning finance and that all decisions are made to provide maximum impact to the charity's beneficiaries.
* Ensure the trustees regularly review financial information and financial health and ensure appropriate financial policies and reserves are in place.
* To ensure the trustees regularly review significant risks and satisfy themselves that an effective process is in place to mitigate these risks.
* To ensure adequate financial governance arrangements and policies are in place.
* To ensure Gilgal's financial sustainability and stability by overseeing and reviewing budgets, accounts, and financial reports.
* To contribute toward trustees' training, knowledge, and capabilities of the trustees to support the Board in fulfilling its role.
* To work with the Chief Executive, the Finance Officer, and the external auditor, ensuring that legal, regulatory and internal compliance is met.
* To ensure effective decision-making and delivery of the charitable purposes, strategic priorities, mission, vision, strategy and values of Gilgal Birmingham.
* To act as a highly effective external facing ambassador for Gilgal.
* To ensure the trustees operate solely within the charitable objectives and ensure the strategic priorities are embedded into the activities undertaken
* To work with the board to ensure Gilgal Birmingham is an equitable, diverse and inclusive organisation.
* To safeguard the name, values and work of the organisation.
* To prepare for, attend and contribute to board and committee meetings.

**Skills, knowledge, and experience**

**Essential:**

* Prior senior leadership experience within finance.
* Experience in leading strategy and setting vision.
* Experience in managing financial risk at a senior level.
* Strong knowledge of the charity sector; highly attuned to sector-wide challenges.
* Experience in charity governance and legislation.
* Experience of working in finance with a board of trustees, with a strong understanding of the role of Treasurer.

**Desirable:**

* A professional network that could be advantageous to Gilgal Birmingham.
* Experience or knowledge of working within a charity retails and housing association.

**Behavioural characteristics**

**Essential:**

* Emotionally intelligent and diplomatic, with strong interpersonal skills.
* Committed to the values and mission of Gilgal Birmingham.
* Able to digest information, draw out discussion points and encourage debates.
* Able to maintain confidentiality and handle sensitive information appropriately.
* Able to respect boundaries between trustee leadership and executive management.
* Able to commit the necessary time to the role.
* Committed to integrity and transparency.
* Committed to equity, diversity and inclusion.
* Able to examine and determine risks and consequences.
* Strategic, creative and agile thinker.
* Work in line within Christian values

**Time commitment**

The time commitment for this role will be 5-6 days per annum.

**Appointment and resignation**

* Trustees will be recruited as per the 'Recruitment of Trustee/Board Policy.
* When trustees resign from their position, there is a general expectation that they shall provide no less than three calendar months’ notice. Whilst it is recognised that there may be occasions where this is not possible, Gilgal requires as much notice as possible for succession plans to be actioned and trustees’ best efforts in this regard are much appreciated.