

Role Description for Trustee - Treasurer

About Caspari Foundation:

Caspari Foundation is the UK's only provider of educational psychotherapy in schools, and the UK's leading trainer in this field. It offers a safe way for children to explore and make sense of experiences that may be blocking their development. The aim is to help them to learn about themselves, improve their relationships with peers and staff, and gain confidence. Together, this enables them to experience the joy of learning. Caspari Foundation is forward thinking, progressive and fully committed to diversity, equity, and inclusion (DEI).

What will you be doing:

We are looking for a new Trustee to take the role of Treasurer to support our Trustee board and staff team, responsible for overseeing the financial management and health of the foundation/charity. This role is for someone who is organised and methodical, with a strong background in finance accounting or a related field. The Treasurer, as a member of the Board of Trustees, will work closely with the Business Director to ensure that the charity's finances are managed effectively, transparently and in line with regulatory requirements.

What are we looking for:

We need someone

- Who has sound knowledge of financial planning and management, bookkeeping or accountancy
- With the ability to provide an overview of the organisation's finances to the Board, whilst providing support to the Business Director and Chair of Trustees
- With a willingness to challenge and support the Business Director and Chair of Trustees to spot trends and increase Caspari Foundation's long term financial sustainability
- With an understanding of the charitable and voluntary sector and its governance will be an advantage, with an empathy for the aims and objectives of Caspari Foundation

What difference will you make:

This position is vital for the Board of Trustees' effectiveness in guiding the organisation. Joining Caspari Foundation allows you to shape its future and uphold governance standards. Becoming a Trustee offers a rewarding opportunity in the charity sector, providing valuable personal and professional skills for work and life.

Responsibilities of a trustee:

- Being responsible for directing the affairs of the charity
- Ensuring the charity is solvent and well-run
- Ensuring the charity delivers the charitable outcomes for the benefit of the public for which it has been set up
- Ensuring the charity complies with charity law, its own governing document, and other relevant legislation
- To consider the vision of the organisation as a whole and its beneficiaries ensuring that all the charity's activities come within its charitable objects
- To set overall strategy and policy objectives and be mindful of them at all times
- To be an active member of the Board of Trustees in exercising its responsibilities and functions
- Chair or be a member of appropriate subgroup

Additional Duties as Treasurer

Financial Oversight:

- Identify and bring to the attention of the Board, any financial risks facing the charity
- To support the Board to understand its financial duties and responsibilities and the need to comply with all legislation
- Ensure that the charity's financial resources are sufficient to meet the charity's current and future needs, and to advise the Board on the charity's reserves policy, and to ensure that this policy is reviewed and monitored regularly
- Review and monitor financial trends within the charity and the sector within which the charity operates

Budgeting:

- Scrutinise the proposed annual budget, and advise and guide the Board accordingly
- Scrutinise management accounts, performance against budget, trading performance etc, and to advise the Board accordingly
- Scrutinise and regularly evaluate the charity's cash flow position, and to inform the Board of any concerns
- Review longer term forecasts of capital resources and of income and expenditure

Reporting:

- Work with the Business Director to formally present the accounts to the Annual General Meeting drawing to members' attention all relevant matters, and to respond to questions from the floor

Compliance:

- Ensure that the charity operates within the financial guidelines set out in current legislation, by the Charity Commission, in the charity's constitution and by the Board Record Keeping

Fund Management:

- Ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given

Audit:

- Ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- Meet the external auditor as required

Policy Development:

- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis

Record Keeping:

- Maintain accurate financial records, including documentation for all income expenses and donations

Person Specification - Essential

- Proven experience in finance, accounting or a related field (CPA or equivalent qualification)
- Be a Director of the company (limited by guarantee) Please check that you fulfil the conditions <https://www.gov.uk/limited-company-formation/appoint-directors-and-company-secretaries>
- Be willing to provide data required to be added to the Charity Commission website, Companies House website and the Financial Conduct Authority Register – your name only will be visible to the public.
- Have a Disclosure and Barring Service check for Caspari Foundation (DBS check are not currently portable unless you have joined the update service)
- Regularly attend Full Board meetings (currently every 3 months)
- Be confident about our purpose and work and be an ambassador for Caspari Foundation
- Excellent organisation and communication skills
- Proficiency in accounting software (e.g. Quickbooks) and MS Office (especially Excel)
- Integrity, strategic vision and good/independent judgement

- A willingness to devote the necessary time and effort to their duties, including attending the bimonthly board meetings and finance related subgroup meetings
- Ability to take decisions for the good of the organisation
- Willingness to speak one's mind and listen to the views of other
- Ability to work effectively as a member of a team
- Understanding of the legal responsibilities and liabilities of a Trustee
- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Good financial analysis skills

Time Commitment:

- Four meetings a year (one per quarter, dates agreed with trustees)
- Further ad hoc (up to three) meetings a year to support the charity's running and decision-making process

Term Length: Successful applicants will sign up to a (renewable) three-year term

How to apply: To apply for the role, please send your CV and cover letter outlining your relevant skills and experience to chair@caspari.org.uk. The vacancy will close once the position has been filled.