



Treasurer Recruitment Pack



Welcome

Dear candidate

Thank you for your interest in joining the Board of Trustees at Exeter Community Initiatives in the role of Trustee or Treasurer.

This year, we celebrate ECI's 30th anniversary. In the late 1980s a coalition of central Exeter Churches were concerned about how to address the growing homelessness issue and the challenges faced by people with complex lives. They created the Palace Gate Project which, within a few years, became formalised as Exeter Community Initiatives.

Over its history, ECI has been a trusted charity with a proud reputation for innovating programmes that address unmet needs. Some of these initiatives have been spun off as notable charities dealing with homelessness and related issues. These include independent organisations such as St Petrock's Centre, Turntable Furniture and St Sidwells, as well as local children's centres that are now a part of Action4Children.

Today, ECI continues find ways to help where it matters most. We are absolutely focused the need for vibrant, engaged, inclusive communities in Exeter and beyond, where people can live fulfilling and healthy lives. At any one time, we have seven or eight key projects that work alongside individuals, families and communities to build connections, develop capacity, improve wellbeing and support each other.

ECI is a dynamic organization that provides a robust platform to address these challenges. It has many friends and partnerships across our community. I do hope you will be inspired to learn more about us and, in turn to apply for this role. If you do, you will find an exciting and rewarding opportunity with a progressive and forward-thinking organisation.

I encourage you to visit our website and read our most recent Annual Impact Review (2022-2023) to learn more about ECI.

Best wishes,
Tim Goodwin (Chair of Trustees)



What we do

We want to see our communities become stronger, more resilient and ready for the future.

We help people get back on track by improving their mental, emotional and physical wellbeing; increasing their sense of belonging; learning and developing the skills to succeed in life.

We value partnership and work with other organisations where this can create greater impact.

We believe in the power of community, mutual responsibility, support and understanding.

Three key areas

People



Families



Community



Charity Governance

ECI is governed by its Trustees. Trustees conduct their business at Quarterly Council meetings. The Council meeting is the overarching leadership and decision making body of the charity, responsible for ensuring governance, setting the Trust's strategic direction and policies, and ensuring compliance with all relevant statutory and regulatory requirements, including the Charities Act and Companies Act. The rules and regulations to which the Council of trustees is accountable are set out in ECI's Memorandum and Articles of Association.

Two sub-committees of the Board, the Business and Resources Committee (BRC) and the Strategy, Projects and Relationships (SPRC) Committee also meet quarterly in order to provide another level of scrutiny, and to act as a sounding board for the CEO. The Chair of ECI and the chairs of the sub-committees will meet with the CEO (the Chairs' Group) as and when necessary in order to discuss urgent business between meetings of the Council.

About the Role of Treasurer

Treasurer is an unpaid role but a vital one in ensuring the good financial governance of ECI. The main focus of the role is to provide assurance to the trustees of the charity on all financial matters and to advice on the underlying financial position of ECI and appropriate action where necessary.

The Treasurer is not expected to carry out day to day financial management activity, to draft financial policies, to produce reports or anything else that is "operational".

The key criteria for becoming Treasurer are willingness to become a Trustee of ECI, a recognised financial qualification and experience of financial management.



Treasurer Role Description

Purpose & Overview

The Treasurer will fulfil their responsibilities as a Trustee of Exeter Community Initiatives (ECI) (as detailed in the Trustee job description).

The Treasurer will be responsible to (and with) the ECI Council for the overall financial management of the charity, and to support and liaise with the Chief Executive Officer, Finance Manager and other staff and committee members with financial responsibilities. The Treasurer will also chair quarterly meetings of the Business and Resources Committee (BRC). The Treasurer may also be called upon to act as Company Secretary.

Treasurer Responsibilities

- To attend quarterly meetings of the ECI Council to present financial reports on behalf of the Business and Resources Committee, advise on financial issues at these meetings, and contribute to wider decision-making as appropriate.
- To chair quarterly meetings of the ECI Business and Resources Committee to present financial reports, advise on financial issues at these meetings, and contribute to wider decision-making as appropriate.
- To work with the Chief Executive, Finance Manager and other members of staff with financial responsibility to develop draft budgets for approval by the Business and Resources Committee.
- To meet regularly with the Finance Manager to receive and monitor draft financial reports and budget monitoring to committees and funders; ensure a co-ordinated approach to the provision of financial information throughout the organisation; and provide on-going support and advice as required.
- Ensure ECI has robust financial policies and procedures in order to ensure efficient use of the charity's resources, protection from fraud and misuse of funds and to maintain high standards of financial reporting, supporting and advising the Finance Manager as appropriate.
- To give advice in the development of appropriate financial systems and other financial issues for new projects, including financial viability and management of financial risks
- To support the Finance Manager in preparing the annual accounts for external audit, and other statutory returns as necessary.

Treasurer Responsibilities cont.

- To participate in the appointment of external auditors and liaise with ECI's auditors during the annual audit and when necessary and ensure their recommendations are implemented.
- To advise on medium term financial strategies, ECI's underlying financial position, use of reserves and the charity's reserves policy.
- To advise on banking and investment decisions.
- To support staff in ensuring that the organisation complies with all legal requirements in relation to financial issues e.g. personal pensions, minimum/living wage etc.

Skills, Knowledge and Experience Required

Essential

- A strong personal commitment to ECI's mission and values.
- Experience of financial management at a senior level within an organisation.
- Ability to communicate financial information clearly and effectively to those who are not financially-literate.
- Familiarity with IT-based book-keeping packages.
- Previous experience of working with Committees.
- Ability to support and encourage staff and volunteers, and work effectively with a range of people.
- Ability to maintain appropriate confidentiality.
- Qualified under charity law to act as a Trustee of a charity.

Desirable

- Knowledge of legal and charity commission requirements of charities in relation to financial issues e.g. SORP.
- Experience of financial reporting requirements of statutory and other funding bodies.
- Formal financial qualification.
- Previous experience of the voluntary sector at Committee or staffing level.

Eligibility

All Trustees are expected to make the following declaration that they are eligible to serve before they take up their role:

- I am over age 18.
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- I undertake to fulfil my responsibilities and duties as a trustee of Exeter Community Initiatives in good faith and in accordance with the law and within Exeter Community Initiatives' objectives/mission.
- I do not have any financial or other interests in conflict with those of Exeter Community Initiatives (either in person or through family or business connections) except those I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and will not vote on it.

Time Commitment Involved

Trustees should expect an average minimum of about 2 to 3 hours per month, although the work-load will not be evenly distributed throughout the year.

Treasurers should expect an average minimum of about one half day per month in addition to routine Trustee responsibilities and commitments, although the work-load would not be evenly distributed throughout the year.

Expenses

All reasonable travel and other associated expenses will be reimbursed in line with ECI's travel allowance policy.



How to apply

Potential new Trustees are invited to submit a CV, with a short explanation (no more than 500 words) of why they are interested in becoming a Trustee or the Treasurer, by email to Tim Goodwin, Board Chair: tim@sustain-lead.com – please use “Treasurer Application” in the subject line of your email.

Applications will be reviewed by the Chairs' Group. The Group will consider how applicants meet the Person Specification, any specific skills a candidate may have and the need to ensure that the Council of trustees is inclusive and representative.

The Chairs' Group will make a recommendation to Council Trustee members for decision by email and will notify shortlisted candidates accordingly.

New Trustees are able to take up their position as soon as their appointment has been approved by the Trustees.

If you would like to find out more before applying, you are welcome to contact CEO, Carole Pilley; Carole.pilley@eci.org.uk or Chair of Trustees, Tim Goodwin; tim@sustain-lead.com

Candidates are encouraged to visit ECI's website for further information about the charity.

