



Registered Charity No: 1121949, Company No: 06309405

## Treasurer's Role Specification

**Sight for Surrey is looking to recruit a new Treasurer.**

We are a user-led charity dedicated to delivering high quality sensory services. We have delivered services to people with a visual impairment since 1922, and for people who are Deaf or Hard of Hearing for the last 4 years.

### **About us:**

We are an ambitious charity offering a lifetime of support to people who are blind or partially sighted, Deaf, deafblind or hard of hearing

Our mission is to support people to overcome their day-to-day challenges, achieve their potential and lead an independent life. We're proud to be the only organisation of our kind dedicated to helping people in Surrey.

### **What we do:**

Since 1993 we have delivered services to people who are Blind or visually impaired on behalf of Surrey County Council, and for the last 4 years we have also delivered services to people who are Deaf or hard of hearing under a multi-sensory contract awarded by Surrey County Council.

As a charity we reflect the wide diversity of sensory impaired people across Surrey. We are there to support them all. We have gained the trust of the communities we support through our work and engagement, and we are the first place clients turn to.

### **We aim to:**

- Provide professional excellence by delivering specialist, hands-on, practical support
- Show integrity and demonstrate transparency and care
- Enhance our position as the preferred sensory services provider in Surrey
- Celebrate diversity and promote inclusion
- Remove the barriers that discriminate, creating day-to-day challenges

### **What do we expect from a Treasurer?**

We expect our Treasurer to maintain an informed overview of our finances and to show leadership to fellow Trustees on the management of our finances.

We don't need the Treasurer to be an accountant but to have experience of creating budgets and to have an understanding of how accounting processes work.

This overview sits alongside the work of the in-house finance team who prepare the annual and quarterly accounts, as well as reports for the Finance Committee. They can also assist the Treasurer with their report to meetings of the Board of Trustees. As Treasurer and Chairman of the Finance Committee, their role is to liaise with the finance team and the Chief Executive so they can advise and guide the Board on our financial planning and strategy. Also the Treasurer should ensure that the Board is aware of their financial responsibilities and act as the leading interface between the Board and the Head of Finance and Chief Executive on all financial matters.

The ideal candidate should have senior experience of business, commerce or managing finances. Knowledge of charity accounting and investment would be an advantage. The role is likely to require 1-2 days' commitment per month mainly during office hours although 2 of the 4 Board Meetings each year are held in the early evening.

## **Responsibilities:**

### **Ensure that:**

- The charity meets its objectives as laid out in the Articles and strategy
- Complies with the Articles, charity law, company law and any other relevant legislation or regulations
- Is financially stable, manages its assets effectively and applies its resources exclusively in pursuance of its strategic objectives
- Proper accounts are provided to funders, Charity Commission, Companies House and other regulatory bodies as required
- The charity keeps abreast of relevant legislation and is compliant with legislation including employment, data protection, health and safety, and safeguarding
- Sight for Surrey meets its contractual and other obligations, including employment contracts, service contracts, and licence agreements

### **Financial:**

- Approve and monitor budgets and keep an overview of income and expenditure
- Ensure that fundraising activities are properly undertaken and that funds are effectively managed and accounted for
- Ensure that funds are applied for the purpose which they were given
- Take responsibility for the solvency and continuing effectiveness of the charity

## **What do we expect from Trustees?**

Like all Trustees, the Treasurer is a non-executive Director of the charity and we expect:

- ▶ a commitment to the organisation
- ▶ a willingness to devote the necessary time and effort
- ▶ strategic vision
- ▶ independent judgement
- ▶ an ability to think creatively
- ▶ a willingness to speak their mind
- ▶ an understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee
- ▶ an ability to work effectively as a member of a team
- ▶ A commitment to the 7 Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All Trustees need a commitment to Sight for Surrey enabling people with sensory impairments to lead fully inclusive lives in the community, and a general responsibility to:

- Promote Sight for Surrey at all opportunities
- Set overall policy and strategic objectives
- Monitor and evaluate our work
- Be clear that we are a good employer
- Support senior staff and ensure staff are properly managed and supported

## **What difference will you make?**

You will be using your skills and experience to improve the lives of people with a sensory impairment in Surrey. Sight for Surrey is looking forward to celebrating its centenary year in 2022 and you with your fellow trustees and the executive will help to ensure that Sight for Surrey continues to thrive and support future generations.

## **What's in it for you?**

This is an opportunity to join the board of a local user-led Surrey charity dedicated to supporting people with a sensory impairment to overcome their day-to-day challenges, achieve their potential and lead independent lives. We are happy to pay your travel and other reasonable expenses to attend Trustee meetings.

## **Other commitments:**

### **Trustees must:**

1. Either have a sensory impairment, or be aware of the effects of sensory impairments (We offer appropriate training if required)
2. Have a commitment to equal opportunities
3. Actively support the development of our services and activities
4. Promote the overall interests of the charity and be prepared to abide by majority decisions of the Trustees
6. Be willing to devote the necessary time and effort to the role of a Trustee

For an electronic application pack for the above post, contact **Sandra Chenery**:

Telephone: 01372 869962

SMS: 07860 026269

Deaf/hard of hearing line: 01372 869961

email: [schenery@sightforsurrey.org.uk](mailto:schenery@sightforsurrey.org.uk)

or by post to Sight for Surrey, Rentwood, School Lane, Fetcham, Surrey KT22 9JX.

**December 2019**