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**Rotherham Rise Treasurer Role Description**

**Trustee/Director with Treasurer Responsibilities**

 **(Refer to Trustee/Director Role Description)**

**1. About Us**

Rotherham Rise is a small locally based charity that emerged out of the needs of the community in the mid 1970’s. Over the last 40 years, it has grown and developed to reflect increasing demand, complexity of requirements as well as changes in the social, political, economic environment ensuring we maintain effectiveness. We are a specialist organisation that provides services and support to women, men, girls, children and families who have experienced, have been affected, are perpetrators or are at risk of domestic/sexual abuse and child sexual exploitation.

Core principles and values of equality, justice, fairness and empowerment ensure, that the people we work with remain central to our work and individuals are supported to take control of their lives, able to make informed choices and influence not only the service they receive from us but from key partners, including the police and local council.

**2. Position Overview**

The role of Treasurer is one of up to 12 Trustees/Directors governing Rotherham Rise on the main Board. The role is not confined solely to financial matters, and the Treasurer Role description is in addition to that of the Trustee/Director role description, the Treasure is expected to read Trustee/Director role description. Indeed, strong financial governance is part of many aspects of the Charities work and underpins the quality and range of its services as well as its strength as a charity. The Treasurer is, therefore, expected to play a part in important decision making for the charity as a whole.

The Treasurer will chair the finance and audit committee, which will meet twice a year, in addition to Board meetings. Board meetings take place of an evening at Rise House , Rotherham Rises central HUB..

**3. Key Responsibilities**

**a. As a Trustee:** To work effectively as a member of the Board and to take decisions for the good of Rotherham Rise by virtue of:

* An empathy with the values and ethos of Rotherham Rise with a corresponding commitment to its mission and vision.
* An understanding and acceptance of the Trustee responsibilities and duties, with the role of Treasurer in addition to these responsibilities.

**b. As Treasurer:** Through leadership of the Finance and Audit Committees, the Treasurer has oversight responsibility on behalf of the Board for:

* The effectiveness of the Charities system of risk management, internal control and related assurance;
* The presentation of the Financial Statements including their compliance with relevant statutory and accounting requirements and the appropriateness of its accounting policies and practices;
* The Charities internal audit function;
* The relationship with the external examiner including their appointment, the monitoring of their performance, the provision of non-audit services and review of their audit plan and findings;
* The Charities annual budget and its presentation to Trustees;
* The regular monitoring of the Charities financial performance against the budget during the year and its financial soundness;
* Act as a signatory on bank accounts, loans, investments and other financial documents.
* To advise the board on aspects of remuneration and benefits for staff;
* The provision of ad hoc advice on financial matters to the CEO, Business Support Service Manager and the Board as required from time to time.

**4. About You.**

It is expected that the successful candidate will have significant knowledge and experience of financial accounting and reporting procedures. They should be able to demonstrate:

* Experience in financial management and strategy;
* Commercial awareness and analytical skills;
* A sound understanding of the role Governance plays in an organisation;
* An ability to assess and comment on an organisation’s control environment including risk management, internal controls and related assurance;
* A good understanding of financial reporting covering Statutory Financial Statements and the selection of appropriate accounting policies and practices;
* An understanding of the external and internal audit functions;
* Independent judgement and an ability to challenge in a constructive manner;
* An ability to communicate and explain financial information to members of a Board and other stakeholders