

Treasurer

Background Information, Role Description
and Person Specification



Introduction

The Honest Truth is a CIO (charity no: 1160918) and until recently our financial management was handled by Teignbridge District Council. We are now looking for a strategic thinker with a track record in financial leadership and a passion for, and interest in, the work The Honest Truth does to reduce the number of those killed and seriously injured on UK roads.

About 'The Honest Truth'

The Honest Truth was created in response to the tragic deaths of three young people in Devon in 2009. A cross party group of Blue Light services and local authority was established and developed an award winning, impactful campaign initially provided to ADIs. We now work with almost 2000 ADIs across the UK who deliver our road safety campaigns directly to novice drivers. We also work with the military and Pertemps Driver training who in turn deliver road safety training with The Honest Truth at the core.

Our values define our charitable approach, activities and relationships with others. These values are:

Honesty

The Honest Truth will remain true to its namesake and conduct itself with openness and transparency in everything it does.

Safety

The Honest Truth exists to protect others so will only deliver and associate itself with work that the charity is assured is safe and that helps to reduce the risk of harm.

Creativity

The Honest Truth will adopt creative approaches to road safety.

Bravery

Being different and challenging the status quo is not always popular but The Honest Truth believe it is necessary to bring about positive changes.

Integrity

The Honest Truth will always act in accordance with its values and ethics and will not compromise them.

Self Awareness

The Honest Truth values learning and improvement and considers it to be a lifetime journey.

Governance

The Honest Truth is a CIO (charity no 1160918) and is governed by a board of 9 trustees which comprise:

- Chief Superintendent Jim Nye -Chair
- Robin Barlow - Deputy Chair
- Tim Swarbrick
- Rebecca Hewitt
- Nigel Flower
- Sue Duncan
- Roger Henderson
- Neil Blackburn
- Alison Chadwick

The trustee board appoints a vice chair from among the trustees. Trustees serve for an initial term of three years and can be re-appointed for a second and final term of three years.

The Charity is managed by an employed CEO – Annette Lloyd.

Duties of the treasurer

In addition to the general duties of a trustee, the treasurer has specific responsibilities to work with the CEO to maintain an overview of THT's activities, ensuring they remain sustainable and that we use our resources effectively to achieve the organisation's aims. They also need to ensure THT maintains the highest level of financial governance and reporting.

Duties as a trustee:

- Ensure that THT complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that THT pursues its objects as defined in its governing document
- Ensure THT applies its resources exclusively in pursuance of its objects and does not spend money on activities which are not included in the objects, however worthwhile they may be

- Contribute actively to the board of trustees by giving firm strategic direction to THT, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of THT
- Ensure the financial stability of THT

Specific responsibilities of the treasurer:

- Work closely with CEO to ensure smooth running of QuickBooks accounting system ensuring income and expenditure is monitored
- Overseeing, approving and presenting budgets, accounts and financial statements to the board
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy, and that there is no conflict between any investment held and the aims, objects and values of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring the accounts are prepared in accordance with financial best practice and meet the requirements of the regulators, funders and the relevant statutory bodies
- Ensuring the accounts are audited and any recommendations of the auditors are implemented appropriately
- Keeping the board informed about its financial duties and responsibilities
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Approval of trustee and chief executive expenses in the absence of the Chair Approving expenditure

This is a voluntary role and trustees receive no remuneration. Reasonable expenses can be claimed, in line with THT's expense policy, for attendance at

board and other meetings and THT events necessary for the fulfilment of the treasurer's duties.

Minimum time commitment

The treasurer is expected to attend all four trustee's board meetings each year. Three board meetings are held in locations around Exeter during office hours. A fourth, longer board meeting includes the board's annual strategic planning away day. In addition, the treasurer is expected to attend and present at THT annual general meeting in each year.

Additional time will be required for reading papers and meetings as required with the chief executive. The new treasurer will receive a full induction and should expect to allocate a minimum half a day in Exeter for this.

We estimate that the average minimum time commitment required will be one day each month.

Person specification

The treasurer must have:

- a recognised financial qualification and relevant financial experience
- experience of charity finance, including tax, and pension schemes
- a commitment to the mission of THT
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of THT.

How to apply

To apply, please send your CV and a brief covering letter, by Friday April 27th 2018, describing your suitability for the role and any potential conflicts of interest to:

Annette Lloyd, CEO The Honest Truth
annette@thehonesttruth.co.uk