

Healthwatch Croydon Treasurer Role Description

Role Title: Honorary Treasurer

Direct Report: Board of Trustees. Works closely with the Chair and Chief Executive.

Background: Finance, corporate function (HR, IT) and Governance, Legal, Risk.

Role of Healthwatch Croydon

Healthwatch Croydon is the local consumer champion for health and social care in Croydon. It works to get the best out of local health and social care services responding to the voice of Croydon patients and resident. From improving services today to helping shape better ones for tomorrow, it listens to their views and experiences of Croydon and then influences decision making. It contributes to national review adding to collective voice of users of health and social care services and nationally; the organisation's role is based around six statutory functions.

1. Gather views and experiences from local residents.
2. Make their views known and ensure they are represented at health and social care meetings.
3. Promote residents' involvement in commissioning and scrutinising services.
4. Provide intelligence and recommendations for special reviews by Healthwatch England or the Care Quality Commission.
5. Help residents make informed choices about the services they use, by signposting and providing information.
6. Work with other Healthwatch organisations at local and national level, to promote a wider understanding of shared issues.

1.0 Treasurer's Role Summary

Establish annual budget (with CEO) and present annual budget for approval to the Board.

Oversee the preparation of monthly forecast and present to the board of trustees

Manage contractual relationship with the funder (London Borough of Croydon) and negotiate funding and contract monitoring requirements for finance.

Oversee the production of annual accounts and manage the audit process

Prepare the trustee report and Companies House/Charity Commission documents, and write the finance section of the annual report before submission to the Board

Oversee the charity's financial risk-management process and report financial health to the Board of Trustees at regular intervals.

Acts as a focal contact with bank, accountant and auditors, counter signatory on bank mandate, cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.

Liaising with external auditors on financial issues and ensuring that the organisation has secured a clean, unqualified audit opinion annually.

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Ensure financial policy and financial controls meet the requirements set by charity Commission and Companies Act

Ensure all back office corporate functions (outsourced) have contractual arrangements in place; including lease for premises.

2.0 Person Specification

Essential

- Highly numerate and financially aware
- Ability to work collaboratively with other members of the organisation
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills

Desirable

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

3.0 Time Commitment

- The Board meets at least 6 times a year and the Treasurer is normally expected to attend these meetings and provide a finance update
- The end to end finance function from transaction processing to production of accounts is outsourced to an accounting firm.
- The Treasurer approves payments, reviews monthly spend and prepares forecasts for the full year in consultation with the CEO. This takes around 6 hours per month.
- There is an additional time commitment at the end of financial year of approximately 2-3 days to review statutory accounts, prepare the trustee report and Companies House/Charity Commission documents, and write the finance section of the annual report before submission to the Board and external audit

4.0 Location

- Board meetings are held at the organisation's premises in Croydon during the day.