**Young Creatives Nottingham (YCN)

Treasurer – Role Description**

As well as fulfilling the duties of a voluntary trustee, the Treasurer maintains an overview of YCN’s financial affairs.

The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

**Treasurer role:**

* Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
* Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
* Monitoring and advising on the financial viability of the charity.
* Overseeing financial controls and adherence to systems,
* Advising on the financial implications of the charity’s activities, including overseeing the charity’s financial risk-management process
* Ensuring that appropriate financial information is made available to funders and sponsors.
* Lead on the appointment of and liaison with external auditors.
* Ensuring that the accounts are prepared and submitted in the form required by the Charity Commission and other appropriate statutory bodies.
* Ensures an annual external audit/or review of the financial accounts, as required statutorily by the Charity Commission.
* Keeping the board informed about its financial duties and responsibilities.
* Responsible for management of the YCN’s resources, including banking, making payments, invoices when required.
* When appropriate delegate the operation of invoices and payments to staff, volunteers or consultants.

***What we are looking for***

* Experience of charitable or business finance. A finance professional would help although knowledge of charity finance is an advantage.
* Enthusiasm to learn, drawing from sound commercial experience
* A strategic thinker with an ability to balance risk and opportunity.
* Clear communicator with the ability to bring the financial information alive to non-finance specialists.
* Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors and funders.

**Responsibilities of all trustees.**

* Take an active role in YCN’s activities, particularly the Young Creative Awards.
* Support and provide advice on YCN’s purpose, vision and activities.
* Approve operational strategies and policies and monitor and evaluate the charity’s activity.
* Oversee YCN’s financial plans and budgets and monitor and evaluate progress.
* Ensure the effective and efficient administration of the organisation.
* Ensure that key risks are being identified, monitored and controlled effectively.
* Review and approve YCN’s financial statements.
* Provide support and challenge to YCN’s staff, consultants, volunteers.
* Keep abreast of changes in YCN’s operating environment.
* Attend Board meetings (approximately 6 a year).
* Use independent judgment, acting legally and in good faith to promote and protect YCN’s interests, to the exclusion of their own personal and/or any third party interests.
* Contribute to the promotion of YCN’s objects, aims and reputation by applying.

 **Essential qualities and attributes of all trustees.**

* A belief in the value of youth creativity and creative education.
* Willingness and ability to understand and accept their responsibilities as trustees and to act in the best interests of the organisation.
* Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
* Effective communication skills and willingness to participate actively in discussion.
* A strong personal commitment to equity, diversity and inclusion.
* Enthusiasm for our vision and mission.
* Willingness to lead according to our values
* Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

*To register your interest in the role* please submit a single page cover letter describing your professional background and interest in the role. Applications will be fielded by the Chair of the Board of Trustees and you may be invited to an informal meeting with one or more trustees at the discretion of the charity. Please be aware that we are actively recruiting for this role across multiple channels.

Applications will close on the 18th September.
Contact info@youngcreativeawards.com