

Board member & Honorary Treasurer The Spinal Injuries Association

Thank you for your interest in joining the SIA Board as its *Honorary Treasurer*. We're a growing national charity with big ambitions, and this role – and your contribution – is a vital non-executive post to achieve our ambitions.

About Spinal Injuries Association

We are the UK's leading user-led charity supporting people who sustain damage to the spinal cord. We are a passionate organisation with a 45-year track record of meeting the needs of spinal cord injured people. We support people and their families and friends in the immediate aftermath of injury, during their rehabilitation and at any time afterwards.

Our **vision** is a fulfilled life for everyone affected by spinal cord injury.

Our **mission** is to support all those affected by spinal cord injury by advising, educating and campaigning on their behalf.

For further information, please visit www.spinal.co.uk

The role

We are seeking an experienced Hon Treasurer (ideally a qualified accountant) to join our Board of Trustees. In addition to fulfilling the duties, obligations and responsibilities of a trustee, the Hon Treasurer will oversee the financial matters of the Charity and report to the Trustee board at regular intervals about the financial health of the organisation in line with good practice, and in accordance with the organisation's governing documents and legal requirements. A knowledge of Charities SORP would therefore be advantageous.

The successful candidate will be required to prepare for and attend quarterly meetings of the Trustee board (normally held on Saturdays), SIA Enterprises and the organisation's Annual General Meeting, which are held at the Charity's offices in Milton Keynes. They will also be expected to participate (either face-to-face or via teleconference) in meetings of smaller sub-committees, specifically the Audit & Assurance sub-committee.

The role is voluntary and therefore unremunerated; however, all approved expenses incurred whilst on SIA business will be reimbursed.

Details of the role follow. For further information please contact Helen Maxwell on 01908 604191 Ext 210. Expressions of interest should be submitted via email to h.maxwell@spinal.co.uk

Role Details

Role Element	Detail
Role Title	HONORARY TREASURER
Main Purpose	To monitor the financial administration of the Charity and report to the Board of Trustees at regular intervals on its state of financial health, in line with best practice, in compliance with SIA's governing document and legal requirements. To provide the Board of Trustees with the confidence and required level of knowledge/financial information to better make strategic decisions.
Main Responsibilities	<p>In addition to the responsibilities of a Trustee, the Hon Treasurer is responsible for:</p> <ul style="list-style-type: none"> • Overseeing the preparation, scrutiny and presentation of annual financial statements to the Board of Trustees and advising fellow trustees in the Board's formal approval of the annual report and audited accounts. • Ensure that all strategic plans are fully financially appraised and that the budget is in line with the plan's short-term objectives as set for each year. • Leading on the Board's duty to ensure that proper accounting records are kept, and that financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements; • Overseeing the development of the Charity's Reserves Policy and its implementation to ensure SIA's operational viability and ultimate solvency; • Be closely involved in development and monitoring of the Charity's investment policy and together with the Head of Finance and Operations, be responsible for the overall management of investments. • Chairing committees as required, in line with their terms of reference, and reporting back to the Board of Trustees; • Overseeing the implementation of and monitoring financial controls and adherence to systems; • Advising on the financial implications of the Charity's strategic plan; • With the members of SIA's Audit & Assurance sub-committee, overseeing the Charity's financial risk-management process, ensuring that it is adequate, fit for purpose and that the financial implications of identified risks are fully taken into account. • Liaising with the Head of Finance & Operations and/or other staff responsible for the financial activities of the Charity; • Acting as a counter signatory as required.

<p>Specific Person</p> <p>Specification and personal qualities required for the role of Hon Treasurer</p>	<p>In addition to attributes required to serve as a SIA Trustee, the Hon Treasurer should be able to demonstrate:</p> <ul style="list-style-type: none"> • Relevant financial experience and qualifications; • Experience of charity finance/fundraising; • Ability to analyse reports, plans and proposals and examine their financial implications; • Willingness to be available to staff and trustees for advice and queries when needed; • The ability to make connections between the Charity's strategy and operations; • Experience of chairing and writing papers to inform decision making; • Ability to explain complex financial issues in Laypersons terms; • The ability to constructively challenge decisions.
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