

Role Description

Job title:	Treasurer/Finance Trustee
Responsible to:	Co-Chairs of MYH
Hours:	Flexible (some evening and weekends required)
Contract:	Volunteer - Trustee - Part-Time

Overview of role

The Muslim Youth Helpline (MYH) is a national award winning charity providing faith and culturally sensitive support services to young people in the UK. Its core service is a free and confidential helpline open seven days a week via telephone, email, internet chat and WhatsApp. MYH is a dynamic organisation that puts service to its clients at the heart of everything that it does.

The duties of a trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive
- Respect the confidentiality of the board matters and discussions

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

MYH's values are:

Non-Judgemental
Non-Directional
Empowering

You will be expected to demonstrate all three values through the recruitment process and in your role at MYH.

Treasurer/Finance Trustee Main Responsibilities

General Financial Oversight:

- Oversee and present budgets, cashflow, accounts and financial statements to the Board - to be reviewed each quarter
- Liaise with designated staff about financial matters
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation
- Advise on fraud prevention measures
- To raise shortfall for impending payments each month such as payroll before the deadline to the Director and Board of Trustees
- To create and oversee a document financial risks and opportunities

Funding, Fundraising and Sales:

- Advise on the organisation's fundraising strategy
Ensure use of funds complies with conditions set by funding bodies
Ensure fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls
Ensure effective monitoring and reporting

Financial Planning and Budgeting:

- Work with the Director of MYH to build and present budgets for new or ongoing work
- Advise on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spend to Board of Trustees
- Advising on financial policy issues, for example, when expenses can be claimed and the procedures for claiming them, financial implications of new activities, or the organisation's policy on charging for its services

Financial Reporting:

- Present regular (monthly) reports on the organisation's financial position using a RAG status
- Prepare accounts for audit and liaising with the external independent auditor, as required
- Present accounts on specified meeting dates
- Advise on the organisation's reserves, investment policy and loans

Banking, Book Keeping and Record Keeping:

- Ensure bank accounts are appropriately managed
- Ensure appropriate systems for book-keeping, payments, lodgements & petty cash have been setup
- Ensure everyone handling money keeps proper records and documentation
- Advising on security measures to ensure cash or cheques are not misused
- Ensure that the end of year accounts prepared by the auditor complies with the Charity Commission Statement of Recommended Practice as appropriate.

Control of Fixed Assets and Stock:

- Ensure proper financial records are securely kept
- Ensure required insurances are in place

Person specification

- A commitment to the organisation and its values
- A willingness to devote the necessary time and effort to grow a small, fast-paced and dynamic charity
- Strategic vision

- Good, independent judgement
- An 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
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Knowledge and experience of current finance practice relevant to voluntary and community organisations
- Good financial analysis skills

Commitment

Trustees are expected to commit 4-6 hours of work during each month to complete any necessary Trustee tasks agreed by the Board to support a rapidly growing Muslim Youth Helpline.

The specified hours above are an indication only. The successful candidate may be expected to work additional hours and on occasional weekends as well as attend events outside of London to represent the Charity.

Apply by sending your CV and a covering letter to secretary@myh.org.uk