



"Championing the Peak District National Park"

Charity Registration number: 1166407

Twitter: [@CHAMPIO51749703](https://twitter.com/CHAMPIO51749703)

Role and Person Specification of Treasurer

We are going through an exciting period of development and require a dedicated person who will join the Board and help to strengthen our Board of Trustees. The role of Treasurer is crucial in support of the financial governance of the charity.

We welcome applications from people who have a lived experience – with an understanding of working with Black Asian and Minority Ethnic communities and the importance this brings to building a sustainable organisation that is truly beneficial for the needs of the community.

Treasurer role would include:

- Carrying out financial duties, such as book-keeping, processing travel expenses, budgeting and preparation of reports
- Overseeing the preparation and scrutiny of Annual Accounts
- Presenting financial reports to the Board of Trustees and advising the Board on how to carry out its financial responsibilities
- Attending regular Board meetings, usually bi-monthly (some meetings are held via video-conferencing)
- Attending Annual General meetings and occasional extraordinary meetings
- Promoting good governance and help develop policies and procedures
- Ensure financial risk management policy and procedures are in place, implemented and monitored
- Ensure that the organisation's funds are spent in accordance with its charitable objects, reporting back regularly to the Board
- Ensure compliance with reporting regulations for the Charity Commission
- Perform any additional duties commensurate with the role of Treasurer
- To have an enthusiasm for the work of Peak District Mosaic and the time and commitment to carry out duties as a Board member

Person Specification

- Will have a commitment to the aims and objectives of Peak District Mosaic in promoting it in the best interests of its stakeholders
- A commitment to fulfill the duties outlined above, as necessary
- Strategic vision and understanding
- An ability to think creatively
- An understanding of legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as part of a team, contributing an independent perspective
- Possess integrity, objectivity, accountability and honesty
- The applicant must be legally eligible to stand as a registered Charity Trustee
- Ability to present financial information to a non-financial audience
- Previous experience in a similar role or working experience in a financial management role