



**Melton Mencap**  
**Treasurer**  
**Application Pack**  
**February 2022**

## **The Role**

Melton Mencap is inviting applications to join our Executive Committee as Treasurer. We are looking for individuals to support the Accounting and Finance processes of MM and to ensure we remain compliant with regulatory bodies such as the Charity Commission and Companies House.

## **What can we offer?**

An opportunity to be part of an organisation which has developed over the years and aims to meet future needs. To work with key stakeholders within the provision of our services for local people with disabilities. Access and commitment to personal development and training opportunities.

*“Being a trustee is very rewarding, seeing people achieving things and enjoying themselves. There is a great feeling being part of a team that has achieved so much over the years.”*

## **About Melton Mencap**

MM is a registered charity and company limited by guarantee, also an affiliated member of the Royal Mencap Society. We are responsible for providing personal support, development and recreational opportunities in the local community for people whose primary disabilities are Learning Disabilities from mild to profound.

Visit our website at [www.meltonmencap.org.uk](http://www.meltonmencap.org.uk)

## **The Executive Committee**

Collectively, the MM Executive Committee are required to direct the business affairs of the organisation and to determine the vision and strategy, plans, policies, and financial investment required to achieve our aims. As such, individually and collectively, the Trustees are accountable to the Membership.

## **Volunteering as a Trustee**

MM is committed to robust governance and ensuring compliance with the Charity Commission, Companies House and further regulators. The Treasurer is a volunteer role in which you will be expected to attend Board meetings (up to 12 per year), collaborate with Trustees, Staff, and other stakeholders in the strategic development of the organisation.

## **Qualifications and Experience**

The applicant should:

- Have experience of the use of Sage or similar accounting packages
- Have experience of double entry book keeping
- Be suitably qualified/experienced in accounting practice.
- Be experienced in the preparation of Limited Company and Charity accounts and submission of accounts to the Charity Commission

Meetings are usually held monthly in Melton Mowbray or online via Zoom.

The role reports to the Chair of Trustees.

## **Role Description**

The Treasurer has an oversight role over all aspects of financial management, working closely with other members of the Executive Committee to safeguard the organisation's finances.

It is important to note that although the Treasurer ensures that these responsibilities are met, much of the work may be delegated to our paid staff.

Given these responsibilities, the Treasurer typically acts as an information and reference point for the Executive Committee: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation.

### **Trustee responsibilities:**

- To develop and maintain an effective corporate governance structure.
- To safeguard the interests of our stakeholders
- To set challenging objectives for continuously improved performance.
- To contribute to constructive debate on all Board matters.
- To promote the implementation of equality of opportunity throughout the organisation.
- To fully participate in Board induction, training or development and performance monitoring.
- Undertake such other duties as the Executive Committee may direct from time to time.

### **Treasurer responsibilities:**

#### **1. General financial oversight**

- Oversee and budgets, accounts and financial statements.
- 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, including submissions to Companies House and the Charity Commission.
- Ensure compliance with relevant legislation.

#### **2. Funding, fundraising and sales**

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

#### **3. Financial planning and budgeting**

- Advise on financial implications of strategic and operational plans.
- Present revised financial forecasts based on actual spend.
- Preparation of budget for next financial year.

#### **4. Financial reporting**

- Present regular reports on the organisation's financial position.
- Prepare accounts for independent examination and liaising with the accountants, as required.
- Present accounts at the AGM.
- Advise on the organisation's reserves and investment policy.

#### **5. Banking, book-keeping and record-keeping**

- Oversee the management of bank accounts.

- Oversee the setup of appropriate systems for book-keeping, payments, lodgements & petty cash.
- Ensure everyone handling money keeps proper records and documentation.

## **6. Control of fixed assets and stock**

- Ensure proper records are kept.
- Ensure required insurances are in place.

In all of these areas, the Treasurer is responsible for ensuring that there are established, effective financial systems and procedures that are consistently followed and are in line with best practice and legal requirements. The Treasurer works collaboratively with the Executive Committee and delegates preparation and management of all financial recording matters to the Service Manager and Finance Administrator.

### **Each trustee must have:**

- A commitment to the vision, mission and purpose of Melton Mencap.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Selflessness to act solely in the interest of Melton Mencap and our stakeholders.
- Integrity to declare and resolve any interests and relationships, and not act to gain financial or other material benefits for themselves, family, or friends.
- Objectivity to act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability for decisions and actions.
- Openness to act and take decisions in an open and transparent manner.
- Honesty to be truthful.
- Leadership to exhibit these principles in their own behaviour and treat others with respect. Actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.
- An ability to work effectively as a member of a team and to take decisions for the good of the charity.
- An understanding of how to execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- An understanding of how to execute the responsibilities of a Charity Trustee in accordance with the Charity Commission.

### **How to apply**

Due to the nature of Melton Mencap and the position, recruitment for this role is open and on-going subject to identifying the right candidate. Interested individuals should contact Sam Turner, Melton Mencap Chair of Trustees for an initial discussion. - Email: [turnersam@aol.com](mailto:turnersam@aol.com)

MM is committed to equality of opportunity for all. We would particularly welcome applications from women, persons with disabilities and Minority Ethnic Communities as they are currently underrepresented within the organisation.

### **Selection Process**

Applicants will be contacted to arrange an interview at a mutually convenient time and format either in-persons or on-line.

If you have any queries regarding the role, please contact Sam Turner, Melton Mencap Chair of Trustees - Email: [turnersam@aol.com](mailto:turnersam@aol.com)