



PLANT YNG NGHYMURU
CHILDREN IN WALES

Information Pack

Treasurer



Background Information

Children in Wales is the national umbrella body for organisations and individuals who work with babies, children, young people and their families in Wales. We work closely with Welsh Government and others in Wales to ensure that children's rights are at the forefront of policy and decision making. To do this we focus on ensuring that children and young people in Wales have a voice, we fight for sustainable and equitable services, advocate for policy changes in Wales and connect and represent the work being undertaken by our membership.

Our membership includes individuals and organisations from the voluntary, statutory and professional sectors. We also work directly with children and young people on a number of projects and have a dedicated membership for young people.

Treasurer

After serving two full terms of office, our current Treasurer will be stepping down at our AGM in November 2024 and we are therefore seeking an experienced replacement to join our Board of Trustees.

The Treasurer is responsible for supporting the Trustee Board to oversee the financial running of the charity in line with good practice and in accordance with our governing document and legal requirements. The Treasurer chairs the Finance & Human Resources Committee, which reports to the full Board of Trustees, commenting on the financial information produced by the organisation's Leadership team, and providing guidance for the Trustees. The Treasurer plays an important role with the other Trustees in strategic planning as well as providing support and advice to the Finance & Operations Director, ensuring that appropriate measures, controls and procedures are in place. The Treasurer also provides an overview of the organisation's finances at the AGM each year.

'This is an exciting time for Children in Wales. We are developing our new strategy, working to maximise our impact to help ensure that children across Wales access their rights. Financial stability and security are vital if we are to achieve our goals. Our treasurer - backed by our strong professional team - has a key role to play. Please think of joining us.'

Helen Mary Jones, Chair, Children in Wales

Job Description

Responsibilities

1. Overall Purpose

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Children in Wales'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.

2. General Responsibilities

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objects.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds.
- In addition to the above statutory duties, the Treasurer should use any specific skills, knowledge or experience they have to help the Committee reach sound financial decisions.

3. Additional Duties

- Chair the Finance and Human Resources Committee meetings; and associated meetings as delegated by the Trustee Board
- Scrutinise and oversee the development of annual budgets; including the presentation of budgets, accounts and financial statements where required
- Ensuring that the charity has an appropriate reserves policy
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans

- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Ensuring the organisation's compliance with legislation
- Ensuring that the accounts are prepared in good time for auditing purposes and that any recommendations are implemented
- Keeping the Committee informed about its financial duties and responsibilities
- Contributing to the funding strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way for the Committee

Person Specification

Knowledge/Experience

- At least 3 years' experience of financial analysis and budgeting.
- Partly or fully qualified Accountant, or with equivalent experience.
- Experience of and an understanding of regulations and compliance in terms of financial reporting under Charities SORP, including charity VAT.
- Non-executive or trustee experience on a board of management or similar governing body of an organisation of similar size is desirable

Skills, abilities and personal qualities

- A commitment to the aims and objectives of Children in Wales - while a detailed knowledge of children's rights is not a requirement of the role for a treasurer, we are looking for a candidate who will bring both financial expertise and a passion for improving outcomes for babies, children and young people in Wales.
- Good independent judgement, integrity, objectivity and accountability to the organisation
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to effectively contribute to the decision-making process
- Ability to work as part of a small team.
- Willingness to devote the necessary time and effort
- Willingness and ability to be available to staff and committee members occasionally for support, advice and enquiries on an ad hoc basis.

Requirement

In order to serve as a Trustee, the Treasurer of Children in Wales should be either an individual or corporate member of Children in Wales. We offer all new trustees who do not hold an existing membership an individual membership of Children in Wales.

Further Information

The position of Treasurer is unsalaried although travelling expenses can be claimed. Formal meetings of the Trustee Board and relevant Committees currently take place on a quarterly basis and the Treasurer should expect to make a commitment to at least 9 meetings per year. Most meetings are online but there may be some in-person sessions held in Cardiff.

The successful applicant will be required to sign the Trustee Code of Conduct and to undergo mandatory checks to act as a Trustee including an enhanced DBS check.

How to apply

Expressions of interest should be submitted in the form of a covering statement (no more than 2 sides of A4) with accompanying CV to vacancies@childreninwales.org.uk. Applications will be considered as they are received and we hope that our new Treasurer will take up their role by our AGM in November.

If you have any enquiries, please contact Caroline Taylor (caroline.taylor@childreninwales.org.uk) in the first instance.



PLANT YNG NGHYMRU CHILDREN IN WALES

Vision

Building a Wales where all children and young people have all their rights fulfilled.

Mission

Children in Wales – Plant yng Nghymru is the national representative membership organisation for individuals and organisations from all sectors who work with children, young people and families in Wales. Our membership is drawn from the public-, charitable/not-for-profit- and independent-sectors. Our work will be underpinned by a collaborative approach, which facilitates opportunities for our members, children and young people.

We will work towards our vision in collaboration with our members by:

- Campaigning for the full adoption and implementation of the United Nations Convention on the Rights of the Child at every level of Welsh society.
- Challenging inequalities and promoting equity for all children and young people across Wales.
- Bringing together and amplifying a collective voice for transformational change at a policy level within Wales.
- Promoting and supporting the participation of children and young people within decision-making structures at all levels of government within Wales
- Providing a platform for the sharing of innovative practice across Wales.
- Advocating for the children’s sector(s) on priority areas.
- Providing learning and development opportunities for the cross-sector children’s professional workforce.
- Undertaking and disseminating research across our membership.