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## Treasurer’s job description

CSIS Charity Fund is an independent registered charity linked to the Civil Service Insurance Society, a not-for-profit organisation which markets good quality, affordable insurance products to civil and public servants. The annual trading surplus of the insurance business, which typically runs at about £½ - ¾ million a year but last year topped £1million, is paid into the charity under a Deed of Covenant. The Trustees distribute this to a wide range of good causes that benefit serving, former, and retired civil and public servants and their families in need, hardship or distress. The charity currently holds investments of £1.7 million and over the last 10 years it has made grants of over £7.4 million to over 100 different charitable organisations ranging from the Charity for Civil Servants to small local charities in areas where large numbers of civil and public servants live and work.

The Charity Fund is seeking a new Treasurer to take up office in May 2018 when the present Treasurer’s term of office ends. (The Treasurer is a Trustee, and a Director of the charitable company.) At present, the day-to-day finance function is carried out by the charity Secretary who is an employee of the Insurance Society. Changes will need to be made to these arrangements within the next year to put in place a more formal service agreement between the two organisations. The new Treasurer will have an important role in overseeing that process, as well as liaising with the auditor and advising the Trustees on budgetary matters, risk management and the performance of our investment manager.

The post offers the opportunity to gain experience as a charity Trustee and Treasurer without a major time commitment. Trustees are not paid, but out of pocket expenses are reimbursed. Our Annual Report and Accounts can be downloaded from our website, [www.csischarityfund.org](http://www.csischarityfund.org) along our recently published 10th Anniversary Celebration Review which describes the work we do and the organisations we support.

### General responsibilities as a Trustee

* To ensure that the charity pursues its objects as defined in its governing document
* To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To ensure the charity uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
* To contribute actively to the board of trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* To safeguard the good name and values of the charity.
* To ensure the effective and efficient administration of the charity
* To ensure the financial stability of the charity
* To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
* To be open and accountable.
* Always to act in the best interests of the charity and its beneficiaries.

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 particular key issues on which they can advise the other Trustees
* Providing guidance on new initiatives
* Liasing with the individual charties we give grants to so they can advise the other Trustees on the work they do and how they can best be supported
* Other issues in which the trustee has special expertise

## Additional duties of the treasurer

The overall role of a treasurer is to:

* Maintain an overview of the charity's financial affairs
* Ensuring its financial viability
* Ensuring that proper financial records and procedures are maintained and that statutory requirements are met, in particular to file accounts on time.

Over the next few years this will involve:

* Ensuring that new arrangements are put in place for when the present Charity Secretary retires, expected to be at the end of 2018, to enable the Insurance Society to continue to run the finance function for the charity under a formal service level contract which will include making payments, record keeping, and preparing the material for the auditors to compile the accounts.
* Ensuring that appropriate annual budgets are prepared for board approval and that regular financial reports are presented to the board.
* Advising the board on the financial implications of the charity's strategic plans and confirming that the plans are consistent with the financial resources likely to be available to the charity
* Ensuring that appropriate accounting procedures and controls are in place.
* Liaising with the charity’s external auditors
* Advising the Trustees when a formal review of the auditors’ appointment is appropriate and making arrangements for that to be carried out
* Ensuring that appropriate risk analysis is undertaken and that the charity has an appropriate reserves policy
* Ensuring that the charity has an appropriate investment policy
* Monitoring the charity's investment activity and ensuring its consistency with the charity's policies and legal responsibilities, advising the Trustees when changes need to be made
* Liaising with the Charity’s investment managers
* Ensuring that the accounts are prepared on time and disclosed in the form required by the relevant statutory bodies, ie. the Charity Commission and Companies House.
* Ensuring that the accounts are audited and that any recommendations made by the auditors are implemented.
* Formally presenting the accounts to the annual Members’ General Meeting, drawing attention to important points in a coherent and easily understandable way
* Liaising with the charity’s internal auditors
* Keeping the board informed about its financial duties and responsibilities
* Authorising payments when appropriate
* Liaising with any paid staff about financial matters

## Treasurer person specification

* Professional accounting qualification
* Interest in the work of benevolent funds
* Commitment to the charity
* Willing to devote the necessary time and effort
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Strategic vision
* Good, independent judgement
* Ability to think creatively
* Willingness to speak their mind
* Ability to work effectively as a member of a team
* The skills to analyse proposals and examine their financial consequences
* Being prepared to make unpopular recommendations to the board
* Willing to take difficult decisions when these are needed, and to defend and accept responsibilty for these decisions
* Understanding and acceptance of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
* Willingness to be available to staff for advice and enquiries on an ad hoc basis