

## Treasurer role description

**Role title:** Treasurer

**Location:** North East Lincolnshire

**Working with:** Board of Trustees, Chief Executive and Senior Leadership

**Time commitment:**

- 4-8 hours a month average
- Attendance at 6 Board meetings annually. Meetings are held at Centre4, Wootton Road, Grimsby, DN33 1HE
- 4 Finance sub-committee
- Attendance at a Board Away Day annually and training as needed
- Chair of our Finance subcommittee quarterly

**Terms of office:**

- Trustees are appointed for a 4-year term of office, renewal for 2 further terms to a maximum of 12 years
- This is a voluntary position, reasonable expenses are reimbursed
- As a company limited by guarantee and a registered charity, all Trustees are required to fulfil the legal responsibilities as a Trustee in addition to the legal responsibilities of being a Director of a company in England and Wales

**Our vision is to support, enable and encourage the communities of North East Lincolnshire and surrounding areas to live healthy, happy and more resilient lives. We're a value led organisation and remain committed to being:**

**Compassionate:** We'll care, show kindness and help others in all we do

**Honest:** We'll be honest, truthful, open and sincere with others – both between ourselves as colleagues and to others. We'll do what we say we'll do

**Inclusive:** We'll admire and value our communities, staff and volunteers – challenging oppression and valuing the diversity of local people

**Empowering:** We'll support others to achieve their aspirations; and will always involve community members in service planning

We are a community focussed organisation dedicated to fostering resilience, inclusion, and innovation. We believe in empowering people to shape their own lives while contributing to a stronger, more connected society. Through our various projects, we aim to inspire growth, enhance wellbeing, and create opportunities for people of all ages and abilities.

Centre4 is a place for everyone. Whether you need support, want to connect with others, or simply want a change of scenery, we are open to all. Walk in for a chat, ask a question, enjoy a coffee at Cafe Connect or just sit and enjoy the space - we're here for you.

We offer practical support to help individuals and families navigate challenges. Our team provides expert guidance on debt advice, benefits, and accessing the right services. If we

can't help directly, we'll connect you with trusted organisations that can. Whatever your situation, we're here to help you find the support you need.

### **Purpose of the role**

As Treasurer, you will take a lead role in overseeing the financial governance of Centre4, working closely with the Chief Executive, Head of Finance and Board of Trustees.

You will help ensure the organisation is financially well-managed, sustainable and operating in line with its charitable objectives - providing both support and constructive challenge where needed.

The overarching role of the Board is to hold Centre4 in trust for its beneficiaries, both current and future and the community it serves. Trustees hold collective and individual responsibility for the charity; its strength is in the Board as a team with a focus on strategic management. The Board is key to the strategic planning processes and keeping progress under review, enabling Centre4 to achieve its core purpose, prioritise objectives and allocate resources. The day-to-day operational duties are delegated to the employed staff led by the Chief Executive and Senior Leadership.

### **What you will be doing as a Trustee**

#### **Governance**

- Understanding Centre4's purpose, vision, goals and activities and ensure that we operate in accordance with them
- Helping set the strategy for Centre4 and ensuring implementation and progress is monitored
- Overseeing Centre4's financial plans and budgets and monitoring and evaluating progress
- Reviewing and approving Centre4's financial statements
- Identifying any risks to Centre4 and ensuring they are monitored and controlled effectively
- Upholding any policies and procedures relevant to the Trustee role including confidentiality, safeguarding, data protection and equity, diversity and inclusion
- Approving operational strategies and policies, and monitoring and evaluating their implementation
- Ensuring the effective and efficient administration of Centre4
- Keeping abreast of changes in Centre4's operating environment
- Contributing to regular reviews of Centre4's own governance
- Attending Board meetings, adequately prepared to contribute to discussions
- Active involvement in other activities when required, ie scrutinising Board papers, leading discussions, focussing on key issues, providing advice and guidance on new initiatives, presenting externally or other issues in which the Trustee has special expertise

### Working with staff/volunteers

- Understanding and maintaining boundaries between the governance perspective of the Board and the work of any staff and volunteers
- Providing support and challenge to the Chief Executive in the exercise of their delegated authority and affairs
- Helping with the recruitment and/or induction of the Chief Executive/Senior Leadership as required

### Representing Centre4

- Representing the Board's agreed position when speaking publicly on behalf of Centre4
- Acting as an ambassador and champion for Centre4 at events and online
- Contributing to the broader promotion of Centre4's objects, aims and reputation by applying skills, expertise, knowledge and contacts
- Using independent judgement, acting legally and in good faith to promote and protect Centre4's interests, to the exclusion of own personal and/or any third-party interests

As a company limited by guarantee and a registered charity, all Trustees are required to fulfil the legal responsibilities as a Trustee in addition to the legal responsibilities of being a Director.

*You will need to hold photo ID for ID verification as required by Companies House.*

### Equal opportunities

Centre4 is committed to equality of opportunity, diversity and inclusion in its recruitment and employment practices, as such we welcome applicants regardless of race, sexuality, gender, religion, disability or age.

### Safer recruitment

Centre4 is committed to the welfare and safety of children and vulnerable adults in all of its operation and adheres to Safer Recruitment practice; the role will be subject to a Disclosure and Barring Check at enhanced level.

### What we are looking from our Treasurer

We're looking for someone who can bring strong financial insight, sound judgement and a collaborative approach to the Board.

You may be a qualified accountant or have significant experience in financial management, governance or business planning.

- Experience in finance, accounting or financial management
- The ability to interpret and communicate financial information clearly
- Strategic thinking and good independent judgement
- A commitment to equity, diversity and inclusion
- An interest in supporting community-focused work

### Personal skills, qualities and behaviours:

- Willingness and ability to understand and accept responsibilities and liabilities as Trustees and act in the best interests of Centre4
- Ability to think creatively and strategically, exercise good independent judgement and work effectively as a Board member
- Effective communication skills and willingness to participate actively in discussion
- Strong personal commitment to equity, diversity and inclusion
- Enthusiasm for Centre4's vision and mission
- Willingness to lead and operate within our values and commitment to the Board Code of Conduct
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership ([The Seven Principles of Public Life - GOV.UK](#))

### Could this be you?

If you feel like you could be the right fit to provide the support, we need but would like to learn more then please reach out to [mary.vessey@centre4.org.uk](mailto:mary.vessey@centre4.org.uk) and she will arrange a tour with a member of our Senior Leadership team.