TREASURER

KEY RESPONSIBILITIES

Overall governance and strategic direction of the South West Baptist Association, ensuring that the Association complies with its legal and statutory obligations; fulfilling its duty to its member churches and their leaders; delivering on its vision, priorities and values.

Overseeing all financial aspects of the Association, on behalf of the Board of Trustees, to ensure its short and long-term viability and assisting the Chair of Trustees in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the Association.

CORE DUTIES

- Ensuring the Association only applies its assets and resources in pursuance of its objectives as defined in its Memorandum of Association
- Ensuring the Association complies with its trust deed, by laws and Articles of the Association
- Ensuring that the Association operates within the financial guidelines set out in current legislation, by the Charity Commission and in line the Association's policy
- Ensuring that the Association has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- Identifying any financial risks facing the Association
- Ensuring that the Association's financial resources are sufficient to meet the Association's current and future needs
- Advising the board on the reserves policy, and ensuring that this is reviewed and monitored regularly
- Protecting the property of the Association and ensuring the proper investment of the Association's funds
- Proposing an annual budget, and advising and guiding the board accordingly
- Scrutinising management accounts and performance against budget
- Scrutinising and evaluating the Association's cash flow position
- Ensuring that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given

- Overseeing the production of annual accounts and ensuring their timely submission
- Making full use of personal skills, knowledge or experience to help the board make good decisions in the best interests of the Association
- Attending Board meetings, contributing actively in giving knowledgeable direction to the Association; listening to others and actively seeking the mind of Christ in all decision making
- Chairing meetings of the Support Services Committee - seeking consensus and balancing the need for full debate on key questions with the expeditious despatch of business so as to reach clear and agreed decisions as swiftly as possible
- Ensuring that members of the Committee act reasonably and in the best interests of the Association
- Encouraging all members to participate and to feel free to challenge constructively both the chair and the Association Secretary
- Taking an active role in ensuring that agendas are meaningful and reflect the responsibilities of the Committee
- Ensuring that the Association Secretary provides the board with relevant, timely and accurate information in order to allow the Committee to discharge its responsibilities including alerting the Committee to major risks, informing the board of current and future key issues, and informing the Committee about external changes which may impact on the Association
- Reporting on the work of the Committee to the board, highlighting pertinent issues where necessary
- Ensuring that decisions taken at meetings of the Committee are implemented
- Meeting regularly with the Association Secretary offering support, guidance and challenge as needed

ADDITIONAL DUTIES

- Safeguarding the good name and values of the Association
- Ensuring that the Association has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the overall effectiveness of the Association and for its "corporate" behaviour
- Ensuring that the Association's governance and compliance is of the highest possible standard

- Keeping up to date with changes to charity law taking advice from relevant law firms, accountancy practices and from the Charity Commission
- Attending the Association's AGM and Annual Assembly and any other key gatherings
- Attending any training organised for Trustees
- Taking a personal interest in the work of the Association's staff, encouraging them and offering a listening ear and pastoral support where appropriate

EXPERIENCE

Essential

- Committee/trustee work
- Knowledge of the type of work undertaken by SWBA
- Charity finance, charity fundraising

Desirable

- Treasurer role in a Baptist church
- Accountancy role
- A wider involvement with the voluntary sector
- Leadership skills exercised through a period change

SKILLS

- A strategic and forward-looking mindset in relation to the Association's objects and aims
- Good, independent judgement, a commitment to political impartiality and the ability to think creatively in the context of the organisational and external environment
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues
- The ability to balance tact and diplomacy with a willingness to challenge and criticise constructively

PERSONAL

- A member of a SWBA church who demonstrates Christian maturity and sound Biblical understanding
- Understanding of Baptist history and ecclesiology
- A strong belief in God's faithful provision for the growth of His church
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Commitment to the Association's objects, aims and values and willingness to devote time to carry out responsibilities
- Acceptance of the BUGB Declaration of Principle
- Willingness to accept and abide by decision made collectively by the Board
- Commitment to maintaining confidentiality