

Charity seeking a new Treasurer

Greater Together Manchester (GTM) is a dynamic and forward-thinking charity, working across Greater Manchester to support communities to tackle deprivation and transform the lives of vulnerable people.

The aims of the charity include:

- To kick-start, grow and support social action/community outreach projects and initiatives by equipping local churches, groups, individuals and communities with the skills and confidence to make a real difference to the lives of the most vulnerable people in their local area.
- To connect projects, people, and organisations together to help them to share best practice, resources, and ideas.
- To work together with multi-agency partners to influence local, regional, and national policy and strategy.
- To provide training and information to individuals and organisations to help equip them with the skills and knowledge they need to support and sign post vulnerable people more effectively.

Greater Together Manchester was founded in 2015 as a joint venture between the Diocese of Manchester and Church Urban Fund and is part of the Church Urban Fund's 'Together Network'. The day-to-day management of the charity is delegated to our Chief Executive Officer.

Our current Treasurer has been on the Board of Trustees for three years but has moved away from Manchester so is stepping down. We are now looking to find an experienced and motivated individual with an understanding of the charity sector to join our Board of Trustees and hold the position of Treasurer.

We are particularly keen to find someone with experience of online/cloud-based accountancy software (e.g., Xero) and who is confident in preparing annual accounts for charities.

Being a Trustee

The Treasurer is a Trustee of the charity (Registered Number 1167704), and a Director of the company (Registered Number 09490223).

work as part of the Board of Trustees to ensure that the charity is carrying out its purposes for the public benefit and in accordance with its aims and objectives, using your skills and experience to help the board reach sound decisions.

You will be expected to attend Board Meetings, which currently take place on Tuesday afternoons at the GTM office on Deansgate, Manchester. The timing of meetings is flexible according to the availability of the trustees. From January 2023 Board Meetings will be at our new offices in Bury.

You will also be expected to commit to approximately 2-3 hours to prepare and/or read through papers prior to each meeting. There may also be a requirement to meet with staff to discuss financial matters outside of these meetings and to act in an ambassadorial role for GTM at other meetings and events.

This is an exciting time for GTM as we look at our strategy post-pandemic, and how we can expand the remit of our work to better achieve our charitable aims.

This is an unpaid, voluntary role, but presents a great opportunity for personal and career development.

The role would suit a range of people, from young professionals looking to broaden their leadership credentials, to senior or retired professionals looking to give something back to their local communities.

Trustees can claim travel and out-of-pocket expenses in accordance with GTM's Expenses Policy.

Being a Treasurer

The role of the Treasurer is to maintain an overview of GTM's financial position. You would work closely with the CEO to oversee the financial running of the charity in line with good practice and in accordance with the governing document and other legal requirements.

Specific Duties of the Treasurer:

1. General Financial Oversight
 - Liaising with the Chair and CEO about financial matters.
 - Working with staff to ensure that appropriate and effective financial measures, controls and procedures are put in place.
 - Ensuring that GTM applies its recourses in pursuance of its objects.
2. Financial Planning and Budgeting
 - Working with designated staff and the wider Board of Trustees to ensure that the financial resources of GTM meet its present and future needs.
 - Advising on the financial implications of GTM's strategic and operational plans.
3. Financial Reporting
 - Reporting to the Board of Trustees at regular intervals (approx. 4 times per year) about the financial health of the organisation.
 - Working with the CEO to prepare the annual accounts, ensuring that any record-keeping and accounts are prepared and disclosed in accordance with the requirements of funders and relevant statutory bodies.
4. Banking
 - Act as a signatory on GTM's bank account(s) and, if required, process or approve online transactions.

Person Specification

- Ability to think clearly and strategically.
- Commitment to and interest in the aims and objectives of Greater Together Manchester.
- Willingness to give time and effort to the role and to be available for enquiries on an ad-hoc basis.
- Ability to analyse proposals and examine their financial consequences
- Skills to analyse and interpret complex financial data
- Ability to present financial information in a way that is understandable for non-financially trained people
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Relevant financial qualifications and experience of operating at a senior level in finance
- Experience of charity finance, including budget setting and fundraising

Next Steps

For an informal discussion about being Treasurer, please contact our CEO, Lily Axworthy by email lily@greatertogethermanchester.org or call 0161 828 1409.

If you are interested in applying, please submit your CV and a covering letter, outlining your experience, interest and motivation in joining the Board of Trustees, to lily@greatertogethermanchester.org by 5pm on Monday 13th June. After this all candidates will be reviewed, with a shortlist invited to an informal meeting with our CEO and Chair of Trustees.