



The Trust for Developing Communities

Treasurer

Information Pack

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The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG

Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623

Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Introduction

Dear Candidate,

The Trust for Developing Communities (TDC) is a dynamic and growing charity tackling inequality in the City of Brighton and Hove. We are seeking an experienced, qualified finance professional, to join our Board of Trustees in the vital voluntary role of Treasurer.

About TDC. We are an independent charity with a proud 20-year track record of delivering community development work to empower communities in Brighton and Hove. We are a values-driven organisation which believes in equality, community, diversity and inclusion. We believe community led solutions produce longer lasting and more meaningful change and that strong communities are the key to health and happiness.

Our seemingly affluent City is home to some of the most deprived areas in England. We work with people and communities facing challenges, supporting them to address the issues facing communities and take more control of their own lives.

Our work includes significant local authority contracts to deliver community development directly in neighbourhoods across the city; extensive youth work and citywide work to address inequalities with Black and Minority Ethnic communities and with older people.

The Role. We are looking for a finance professional to utilise your skills and knowledge to provide oversight and guidance to improve the finance functions of the charity. You will maintain an overview of the TDC's financial affairs, supporting us to achieve long-term financial viability, and we will need you to provide both scrutiny and support to the Board of Trustees and to the Finance Manager to oversee financial procedures, reporting and risk management.

The Commitment. The role is voluntary and involves attendance at quarterly Board Meetings and Internal Sub-Committee Meetings, in addition to supporting senior staff to improve finance strategy, reporting and procedures. Meetings can be arranged during working hours or evenings, as convenient.

I have recently taken on the privilege of serving as the Chair of Trustees of TDC, having been inspired by the work of the organisation for many years. You will be joining TDC at an important time as our City faces the unprecedented challenge of the Covid -19 pandemic. TDC has a crucial part to play in supporting communities to respond to this challenge – and the Treasurer is a key role to ensure that TDC maintains the robustness we have built up over 20 years. We look forward to welcoming a new Trustee to join us in supporting TDC's important and impactful work.

Mike Pattinson
Chair of Trustees,
The Trust for Developing Communities

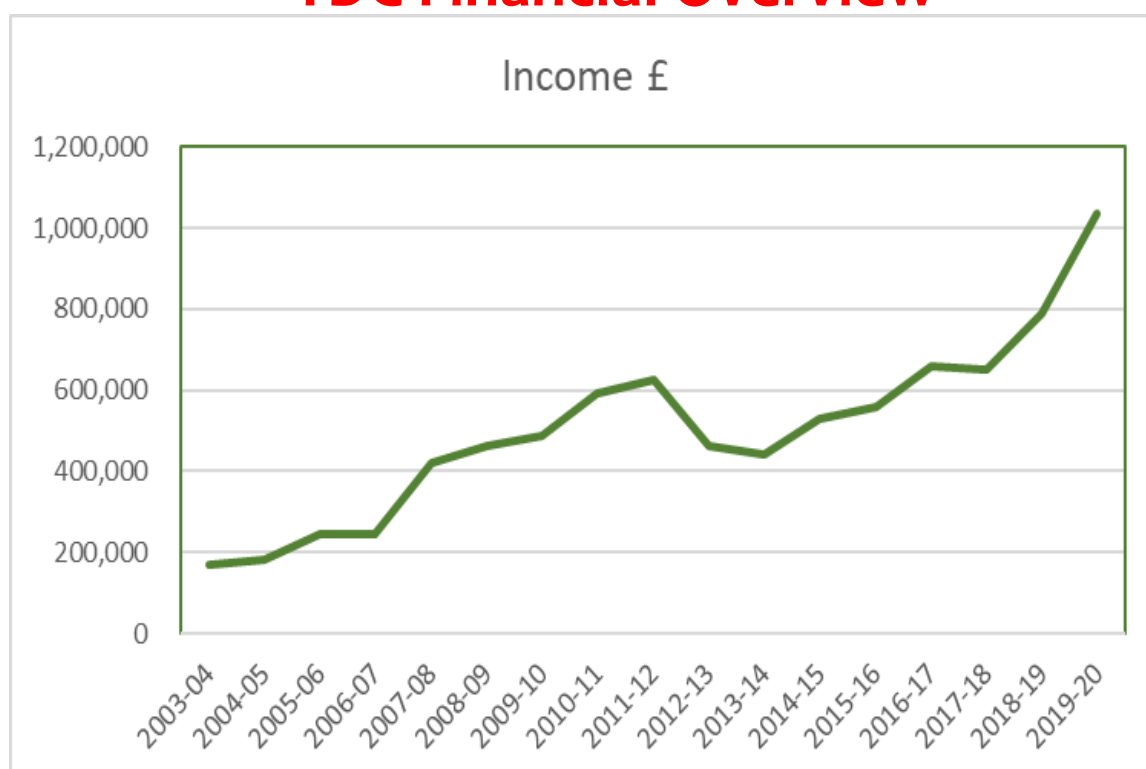
TDC's Vision, Mission and Values

Our Vision is for Brighton and Hove to become a city of equality, diversity and inclusion where our communities thrive. **Our Mission** is to deliver community-led solutions.

Our Values:

- ◆ **Community.** "Strong communities are the key to health and happiness!"
- ◆ **Equality.** "None of us can truly thrive whilst some of us are in poverty!"
- ◆ **Diversity** "Our diversity is our strength!"
- ◆ **Inclusion** "There is no 'them and us' only us!"

TDC Financial Overview



Income. Overall TDC's income has grown steadily, passing £1 million in 2019-20. The average growth since 2015 has been 15%. The majority of our income is from local statutory sources, with plans in place to diversify our income streams.

2019-20. We are currently going through the Audit process for our 2019-20 accounts, which is being performed by Kreston Reeves. This being the first year that TDC has the £1 million income threshold and has undertaken a full audit, having previously been required to conduct an Independent Examination. Our published accounts are available on the charity commission website [here](#).

2020-21. Despite the challenges of coronavirus we are on course for another year of growth.

Finance Systems. We have recently invested in additional finance staffing including a Finance Director and Finance & Operations Officer. We utilise the QuickBooks Online finance software and employ a professional agency to maintain our payroll. We are in process of concluding a review of our finance procedures.

Role Description

Overview

Role Title: Treasurer and Trustee

Main Purpose: To maintain an overview of TDC's financial affairs, ensuring our long-term financial viability. Leading on behalf of the Board of Trustees in providing scrutiny and support to the Finance Manager to oversee financial procedures, reporting and risk management.

Hours: Expected approximately one day per month

Remuneration: Voluntary role with expenses reimbursed.

Term: Three-Year term

Main Duties and Responsibilities

Finance

1. **Scrutiny.** Lead the Board's duty to ensure TDC's financial resources are controlled, reported on, invested and spent in line with governance, legal and regulatory requirements.
2. **Strategy and Budgeting.** Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
3. **Reporting.** Ensure a high standard of management accounting is maintained – ensuring the organisation is responding appropriately to financial reports.
4. **Policies.** Support the development and implementation of policies regarding financial reserves, cost management, pensions and investment.
5. **Procedures.** Oversee TDC's financial procedures, ensuring we operate within all relevant legal frameworks.
6. **Banking.** Oversee TDC's use of bank accounts and take responsibility as a counter signatory on the organisation's payments and contracts where required.
7. **Sustainable Business Model.** Support the Senior Leadership Team to develop and implement a sustainable business model.
8. **Annual Audit.** Provide Board level liaison with external auditors including an overview of the whole audit process.
9. **Board.** Guide and advise the Board regarding the approval of annual and audited accounts, and all financial reporting, in plain language, which is fully understood by the Trustees.
10. **Finance Staffing.** Support the Chief Executive to design and recruit appropriate staff and freelancers to deliver TDC's accountancy and bookkeeping work.

Governance

11. **Board Meetings.** Prepare for and attend quarterly Board Meetings, including one Annual Away Day and other meetings as required.
12. **Internal Sub-Committee Meetings.** Prepare for and attend quarterly Internal Sub-Committee Meetings.
13. **Represent.** To represent TDC when required at public events, meetings with funders etc.
14. **Values.** To ensure Board decisions are made in line with TDC's community development values.

Person Specification

Essential Skills and Experience

1. **Finance Expertise.** Extensive experience as a finance professional, qualified by examination, with demonstrated commercial awareness and knowledge.
2. **Charity Finance.** Demonstrated knowledge and experience of charity finance practices including familiarity with SORP.
3. **Communication.** Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
4. **IT.** Competent use of IT skills.
5. **Commitment.** Willingness to devote the necessary time and effort to the role of Treasurer.
6. **Legal.** Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
7. **Values.** To demonstrate a commitment to TDC's community development values.
8. **Equal Opportunities.** A commitment to equal opportunities practice.

Next Steps

Application Process

If you are interested in applying for this role, please contact TDC's Chief Executive, Athol Hallé on atholhalle@trustdevcom.org.uk or 07730 624 363, to arrange an initial meeting.

Many thanks for considering this role.

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