

**CARERS  
TRUST**

**Treasurer Carers Trust  
Recruitment Pack**

## Treasurer Carers Trust

**Salary:** Unremunerated (reasonable expenses payable)

**Location:** Meetings are in London or online, although some travel might be required

### Overview



Carers Trust is looking for a new Treasurer following the move of the current postholder to the position of Vice-Chair. The successful candidate will be joining the Board of Trustees at an exciting time. We are nearly half way into our three year strategy, we have a strong executive team in place and we have ambition and momentum for the future.

We are looking for a Treasurer who will bring enthusiasm and commitment and who will broaden the diversity of thinking on our Board. The successful candidate will combine professional knowledge with a strategic mindset and a real commitment to our mission.

### About Carers Trust



Carers Trust is a UK infrastructure charity working to transform the lives of unpaid carers through our partnership with our national network of local carer organisations. We describe ourselves as a 'dual impact' charity, with a focus on both unpaid carers and local carer services.

Last year, together with our network of local carer organisations, we supported over one million unpaid family carers, including children and young adults providing care for friends and family members. Our activities include supporting our network of local carer organisations, running programmes and services, distributing grants and policy and campaigning. We have a national staff team of c. 75 and offices in Cardiff, Glasgow, Rugby and London.

Work is well underway to deliver on our strategy, with income generation, diversification and the development of a more entrepreneurial approach high on our agenda. We have enjoyed a stable time financially in recent years, with UK turnover in 22/23 at c. £9 million, but we are aware that we have more to do to sustain and grow our income and impact. The Treasurer will play a crucial role in helping the charity develop a greater degree of commerciality, as well as ensuring that it has top quality performance and financial information.

### About the role



Our Treasurer is a pivotal figure on the Carers Trust Board of Trustees. As well as fulfilling the duties of a Trustee, our Treasurer chairs our Finance and General Purposes Committee and sits on our Audit Committee. The treasurer acts as an expert advisor to the board on financial matters and is responsible for supporting the development and implementation of our financial strategy, overseeing informative reporting that supports decision making and for ensuring that we have effective and appropriate financial controls and procedures in place and are compliant with our statutory requirements. They will combine a professional background in finance with a strategic mindset and a commitment to Carers Trust's vision and goals.

## Treasurer scope & accountability



- Chairing the Finance & General Purposes Committee and sitting on the Audit Committee.
- Advising and guiding the Board on all aspects of the charity's financial viability, management and reporting.
- Keeping the Board informed about its financial duties and responsibilities in line with good governance, legal and regulatory requirements.
- Advising on the financial implications of the organisation's strategy, policies and objectives.
- Ensuring appropriate financial risk management in a growing and ambitious organisation.
- Ensuring that adequate financial controls and procedures are in place and that the organisation operates within a sound financial framework.
- Ensuring that the organisation has appropriate policies and strategies in relation to reserves and investment and that investments and assets are maximised.
- Overseeing the presentation and approval of budgets, accounts and financial reports.
- Liaising with staff about financial matters and working closely with the Executive Director of Corporate Services and other key staff to ensure that financial information is presented to the Board and stakeholders in a comprehensive and accurate way.
- Ensuring that the accounts are prepared and disclosed in the form required by funders, the Charity Commission and Companies House.
- Carrying out the general duties of a Carers Trust Trustee.

## Person Specification



Our ideal candidate is able to demonstrate strong professional skills, an understanding of what it is to serve in a non-executive (rather than executive) role and an unwavering commitment to the mission and values of Carers Trust. Our ideal candidate is lively and communicative and is dedicated to supporting both Trustees and senior staff to carry out their duties to the charity.

- ACCA, ACA or CIMA qualified, with significant post-qualification experience. Broader knowledge of some or all the services covered by the Corporate Services Directorate is desirable, but not essential (people & culture, IT, quality management, business processes, ICT, health and safety)
- Experience of operating in or with a complex environment and/or sector
- Knowledge of charity finance is desirable, but not essential
- Commitment to operating in a non executive, rather than executive, function
- Strong communication skills, able to convey information to different audiences
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Willingness to lead according to our values of Trusted, Inclusive and Courageous, with a strong personal commitment to equity, diversity and inclusion.

## Terms of appointment



Trustees are appointed on a three year term, with a renewal of up to three years. The anticipated time is commitment is around 12-15 days per year.

## How to apply



- ◆ For a confidential conversation about the role, please contact: Angharad Orchard, Executive Director of Corporate Services: [aorchard@carers.org](mailto:aorchard@carers.org)
- ◆ To apply, please submit an up-to-date CV and supporting statement referencing the person specification in this pack and send it to **Ana Figueiredo on:** [afigueiredo@carers.org](mailto:afigueiredo@carers.org)



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