



The Linacre Institute is seeking a Treasurer to join their Trustee Board. We are looking for someone who is passionate about ensuring young people reach their potential through accessing our best universities and who can work with a talented but small Executive Team to make our vision for increasing the reach of our charity a reality. Experience of overseeing the finances of small voluntary or community organisations through a growth phase would be very welcome.

Treasurer Linacre Institute

Remuneration: The role of Treasurer is not paid but expenses for travel may be claimed

Your location: Any, but meetings will be held in London and Sheffield/Doncaster

Time commitment: 4–6 Board meetings per year. Work outside meetings to meet the responsibilities below (estimated 5 hours per month).

Reporting to Board of Trustees

About us

Linacre is a start-up charity, founded in 2014 and based in Sheffield. We help sparky but potentially isolated sixth-formers in ex-industrial Yorkshire access leading universities. We do that by helping students from several schools form a community of curiosity. Independent assessment by UCAS suggests our applicants are hugely more likely to apply to highly selective universities – and twice as likely to succeed once they have applied – when compared with others with the same GCSE results and socio-economic circumstances. Our work has been described as “beyond outstanding” and “truly life-changing”; our success in winning Oxbridge offers is twice the national average and in line with that at leading public schools. In 2019 we won a place on the Social Mobility Awards Roll of Honour. We currently work with seven schools and 30–40 students each year, providing bespoke summer schools and long-term tutoring. We are now looking to give our successful model more reach. We have one permanent member of staff – a part-time Executive Director. The ED is currently supported by two part-time staff on short-term agreements.

Linacre Institute – Treasurer job description

Objectives

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits

General responsibilities

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc)
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies
- Lead on appointing and liaising with auditors/an independent examiner
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:
 - Scrutinising board papers
 - Leading discussions
 - Focusing on key issues
 - Providing guidance on new initiatives
 - Other issues in which the trustee has special expertise

Additional duties of the treasurer

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparation and presentation of financial reports to the Board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring equipment and assets are adequately maintained and insured
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts annually and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

Treasurer person specification

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations
- Knowledge of book-keeping and financial management
- Good financial analysis skills
- Ability to communicate clearly and tactfully
- Commitment to the charity's goals

How to apply

Please email a CV and covering letter to the Acting Chair, Dr Richard Kowenicki (rkowenicki@linacreinstitute.org), by Sunday 1 December. Meetings with a selection panel will follow.