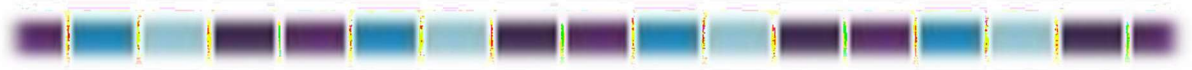




# Lincolnshire Action Trust

## Treasurer Recruitment

2020



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# Welcome to Lincolnshire Action Trust

Thank you for your interest in joining the Board of Lincolnshire Action Trust in the capacity of Treasurer.

We are looking to appoint a new Treasurer ahead of our current Treasurer retiring. We especially welcome expressions of interest from BAME and other communities who are currently under-represented.

If you feel you have the experience, credibility and crucially, the passion we need to further develop LAT, then we very much look forward to hearing from you.

## About Lincolnshire Action Trust

Lincolnshire Action Trust (LAT) is a resettlement and rehabilitation charity, working with individuals at every point of the criminal justice system from arrest, at court, into custody and back into the community. We also support children and families who are affected by imprisonment, or by the substance use of a family member. Further information about our work can be found at [www.LATcharity.org.uk](http://www.LATcharity.org.uk)

## Our Charitable Objects

- The care and resettlement and rehabilitation of individuals involved in the criminal justice system, and those at risk of offending and their families and dependants primarily but not exclusively in the County of Lincolnshire;
- To provide, promote, support or organise the recruitment and training of individuals involved in the criminal justice system, and those at risk of offending, and to assist them in finding employment and accommodation and to rehabilitate themselves;
- To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion and delinquency and to obtain and make records of and disseminate information concerning the same;
- To relieve the suffering of families and carers whose lives have been affected by substance misuse in Lincolnshire by providing support and information to help reduce drug and alcohol related harm.

## Our vision

The vision of Lincolnshire Action Trust (LAT) is that all individuals involved directly and indirectly in the criminal justice system, are treated with respect, have equality of opportunity and are empowered to achieve their full potential.

## Our values

**Achievement:** to achieve the best outcome for others and myself.

**Inspiration:** to positively motivate and influence others.

**Empowerment:** to give power to individuals and encourage them to increase their confidence.

**Quality:** to work to the highest standards at all times.

**Respect:** to be respectful and considerate to others.

## **Treasurer and Trustee, Lincolnshire Action Trust**

### **Role overview**

The role of the Treasurer is to maintain an overview of LAT's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

### **The Board of Trustees**

The LAT Financial Processes Procedures Manual states that the Board of Trustees is responsible for:

- approving the finance strategy, risk management policy and reserves policy.
- approving LAT's financial policies and key financial procedures.
- establishing financial management priorities, responsibilities and levels of delegated authority.
- approving properly budgeted annual plans.
- monitoring performance against these plans and budgets, and approving budget variations above 20%.
- approving the trustees annual report and accounts.
- appointing the independent examiner/auditor and formal communications with them.

### **Responsibilities and duties**

In addition to the general responsibilities of a member of the Board of Trustees, the duties of the Treasurer include:

- Supporting the CEO in the preparation of budgets and accounts and submission of annual accounts for approval by the Board.
- Being assured that the financial resources of LAT meet its present and future needs.
- Ensuring that LAT has an appropriate reserves policy.
- Oversight of CEO budget management and assurance to the Board on financial reports.
- Providing assurance to the Board that appropriate financial and auditing procedures are in place.
- When investment issues are delegated to the Treasurer, subject to the approval of the Board, ensuring that there is no conflict between any investment held and the aims and objects of the charity.

- Monitoring LAT's investment activity and ensuring it is consistent with the LAT's policies and legal responsibilities.
- Ensuring that reporting rules for accounts are applied correctly.
- Liaison with external auditors in support of the CEO.
- Keeping the Board informed about its financial duties and responsibilities.
- Supporting LAT's fundraising strategy.
- Making a formal presentation of the accounts at the annual general meeting.
- Sitting on appraisal, recruitment and disciplinary panels as required.
- To be a signatory to bank accounts as required.
- When an unplanned deficit is forecast, respond to the CEO's request for the approval of the Chair and Treasurer for any commitments that would result in that deficit.
- Authorisation of the Chair's expenses.

### **Person specification**

Trustee

Each Trustee Board Member must have:

- A commitment to the vision of LAT.
- A willingness to devote the necessary time and effort.
- Integrity.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties and responsibilities of trusteeship. In this respect Trustees should draw on Charity Commission guidance, especially: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#s2>
- An ability to work effectively as a member of a team and to take decisions for the good of LAT.

In addition to the person specification for a Trustee, the Treasurer should have the following qualities:

- The skills to analyse proposals and examine their financial consequences.
- Prepared to make unpopular recommendations to the board.

### **Qualifications**

- Financial qualifications and experience.

## **Terms of Appointment**

The role of Treasurer is unremunerated.

Reasonable out of pocket travel expenses will be reimbursed

## **Location of Meetings**

Meetings are usually held at Lincoln House, 37-39 Newland, Lincoln LN1 1YA

## **Time Commitment**

Up to four Board meetings per year, plus at least two 'development days' per year.

Trustees are also expected to undertake necessary training to support their role.

## **Term**

Trustees will serve an initial three-year term from the date of appointment, and are eligible for re-appointment for two additional terms of three years each.

We operate a third by rotation of Trustees to ensure continuity of governance.

## **Conflicts of Interest**

LAT has a conflict of interests policy and Trustees follow the Charity Commission's Conflicts of Interest: a Guide for Charity Trustees

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

## **Checks**

Before making an appointment, the Board will obtain a declaration from the prospective trustee that they are not disqualified.

The Board will also obtain the relevant Disclosure and Barring Service checks for this position, along with references.



## How to Apply

If you would like to speak to us directly for more information, please contact our CEO, Alison Goddard via email ([alison.goddard@LATcharity.org.uk](mailto:alison.goddard@LATcharity.org.uk)) or by telephone (01522 806611).

To apply, please submit the following:

- A detailed and up to date CV
- A supporting statement that addresses all criteria in the Person Specification and outlines your motivation for applying

**Email:** [jobs@LATcharity.org.uk](mailto:jobs@LATcharity.org.uk)

**Post:** Governance Recruitment, LAT Charity, Lincoln House, 37-39 Newland, Lincoln  
LN1 1YA

Please also ensure you have also completed and submitted the equal opportunities monitoring form provided on this site. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

## Equal opportunities

Lincolnshire Action Trust is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all LAT staff to be willing and able to make a positive contribution to the promotion and implementation of our Equality and Diversity policy

## Recruitment Process

