Honorary Treasurer – Board of Management

Role description

Objective:

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, charity commission and company requirements. This post holder will report regularly to the Board on the financial position of the organisation and ensure that effective measures, controls and procedures are in place.

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel and subsistence may be claimed.

Location: Napier House, 24 High Holborn, London, WC1V 6AZ

Time commitment: A minimum of four Board meetings per year in the afternoons from 2:00pm-4:00pm. There are a couple of away days, event representation and participation on board sub-groups where appropriate.

1. Constitution

The Intensive Care National Audit and Research Centre (ICNARC) is a company limited by guarantee (Company No. 2946727) and a registered charity in England and Wales (Charity No: 1039417) governed by its Memorandum and Articles of Association.

2. Who are the charity’s trustees?

The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity, regardless of what they are called. For ICNARC the charity trustees are the board of directors of the organisation known as the Board of Management.

3. General Duties

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of ICNARC.

The Board of Management are jointly and severally responsible for the overall governance and strategic direction of ICNARC, its financial health, the probity of its activities and development of ICNARC’s mission and goals in accordance with the governing document, legal and regulatory guidelines.
All trustees at ICNARC are expected to

- Comply with the governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- Pursue charitable objects as defined in its governing document
- Apply charity resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees’ role in giving firm strategic direction to ICNARC, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard ICNARC’s good name and values, ensure financial stability, protect and manage the company property and ensure that there is proper investment of ICNARC’s funds
- Appoint and support the Managing Director and Director of Scientific and Strategic Development and monitor his/her performance
- Lead discussions, focus on key issues, provide advice and guidance on new initiatives and evaluate or address other issues in which the trustee has special expertise

4. Principle responsibilities

- Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Managing Director and Finance Manager
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charities objects
- Being instrumental in the development and implementation of appropriate financial, reserves policy and investment policies
- Have designated responsibility as ICNARC’s Company Secretary to ensure compliance with the requirements of Company Law

5. Main duties

- Liaising with the Finance Manager about financial matters
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Liaising with the charity's auditors where required
- Liaising with the Managing Director and Finance Manager to ensure that the charities annual accounts are compliant with the current Charities SORP
- Ensuring equipment and assets are adequately maintained and insured
• Keeping the board informed about its financial duties and responsibilities
• Contributing to the income generating strategy of the organisation
• Making a formal presentation of the accounts at the appropriate Board meeting and drawing attention to important points in a coherent and easily understandable way

6. Person Specification
An effective trustee board needs to include a range of skills, attributes, professional and personal experience to enable it to work towards achieving the aims and objectives of the charity.

Essential
• Qualified financial expert (ACA or equivalent)
• A proven record of significant achievement as finance director/COO in a commercial set up or in the public or voluntary sector, or as a partner of a large audit/accountancy firm
• Experience in treasury, risk and reserves management, audit and other corporate governance responsibilities

Desirable
• Major IT project management experience and/or knowledge of current NHS organisational and policy arrangements would be desirable but not essential

7. About ICNARC
The Intensive Care National Audit and Research Centre (ICNARC) is an independent health charity operating for over 20 years providing high quality information (data) to those who work in critical care; undertaking relevant research and communicating results.

8. Length of service for trustees
Trustees of ICNARC can serve for three years. A trustee who has reached the end of their set term can be re-appointed for another term. All trustees are expected to attend an induction session prior to their first board meeting.