



YLF Governance

Treasurer / Trustee

Voluntary

2021





Background

Our Foundation

YLF is an independent children's charity established in 2007. We are dedicated to delivering quality services that include mentoring, befriending, advocacy and positive activity programmes. Our services are tailored to ensure we achieve effective outcomes in the lives of vulnerable and disadvantaged children and young people across Kent and Medway. The charity has a turnover of around £939,000 per annum (2020), achieved via commissioned contracts, grant funders, a fundraising strategy and earned income.

Our Vision

Our vision is that every young person in need shall have access to the resources and opportunities needed for them to achieve their potential and lead fulfilled lives.

The Young Lives Foundation (YLF) works towards achieving this vision by supporting young people through times of difficulty and distress, enabling their voices to be heard and assisting young people to achieve their potential.

Our Support

YLF supports the following groups of people:

Looked after children / care leavers
Young offenders / those at risk of offending
Vulnerable adult's
Families in need of support

Children in need / on the edge of care
Young people disengaged in education
unaccompanied asylum-seeking children
Children who have been adopted

YLF have over 300 volunteers committed to supporting our services and our young people.

34,000

Voluntary hours are given per annum

3,500

Vulnerable people supported each year

Our Values

At YLF, we believe that staff and volunteers should have:

Passion ...to be helpful, friendly, non-judgemental and understanding

Principles ...to be respectful, a good listener, and a good time-keeper

Integrity ...to be trustworthy, open minded, reliable and consistent

Innovation ...to be creative, a good team player and someone who thinks outside of the box

Role Description

Responsibilities

The Treasurer is a member of the Trustee Board and the charity's expert on accounting and finance. This voluntary role combines strategic advice to both trustees and staff with more practical support. They ensure the charity has sound financial planning, administration and reporting. They support the production of the annual statutory accounts from detailed records made by staff in cloud accounting software. They help to ensure the charity has the financial resources to achieve its goals through contracted, fundraised and commercial income.

Governance

- Support the Chair of Trustees as they lead the Board in meeting changing needs and demands, including plans for growth
- Chairing a finance sub-committee, ensuring appropriate items reach agendas and reporting back to the Board
- Review the charity's policies related to finance and accounting
- Ensure effective financial governance structures are in place, appropriate and proportionate to the charity's size, complexity, stage of development and objectives
- Act as the Board's point of contact for the CEO on financial matters

Financial Planning

- Advise CEO and Board on strategic plan and long-term financial planning
- Appraise management accounts, cashflow and budgets in light of short-term and long-term objectives
- Ensure regular review of risks to which the charity is exposed and take appropriate steps taken to mitigate, without becoming risk averse

Management Reporting

- Work with staff to prepare and present quarterly management accounts
- Communicate key metrics and technicalities (e.g. BS and P&L) in plain language

Statutory Financial Reporting

- Support the preparation of annual accounts according to the Charities SORP (FRS 102), and work with CEO and Finance Manager to liaise with independent inspectors
- Advise Board on the approval of the annual report and accounts

Reserves

- Monitor reserves policy and recommend changes as appropriate
- Ensure funds are managed effectively in light of values, returns and ease of access



Financial Administration

- Monitor financial administration and advise staff to ensure proper records are kept
- Act as counter-signatory on bank accounts and applications to funders

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Professional accountancy qualification 	<ul style="list-style-type: none"> • Chartered accountant
Experience	<ul style="list-style-type: none"> • Financial management • Treasury / accountancy • Developing commercial opportunities 	<ul style="list-style-type: none"> • Charity accounting • Cloud accounting software • Finance Director • Key grant-making trusts and foundations • Small charity / non-profit • Education sector
Skills	<ul style="list-style-type: none"> • Leadership • Strategic thinking / planning • Producing and interpreting financial information • Analysing proposals and examining their financial consequences • Preparing end of year accounts • Drawing together range of views while contributing independent perspective • IT: Excel, Word, Internet 	<ul style="list-style-type: none"> • Preparing end of year accounts under charity SORP/ FRS102 • Xero • MS Teams
Disposition	<ul style="list-style-type: none"> • Honest, straightforward, supportive, dependable • Willing to devote the time and effort required to play a leading role in developing the charity • Willing to be available to staff for advice and enquiries on an ad hoc basis 	<ul style="list-style-type: none"> • Interest in supporting needs of children and vulnerable people



Responsibilities (All Trustees)

- Ensure the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure the charity pursues its objects as defined in its governing document
- Ensure the charity uses its resources exclusively in pursuance of its objects
- Contribute actively to the Board's role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance
- Safeguard the good name and values of the charity
- Ensure the effective and efficient administration of the charity
- Ensure the financial stability of the charity
- Protect the property of the charity and ensure the proper investment of its funds
- Appoint senior staff and monitor performance
- Scrutinise Board papers
- Provide guidance on new or proposed activities
- Take responsibility for issues in which you have special expertise

You can read more about the role and legal responsibilities of Trustees by clicking this link:
<http://www.charity-commission.gov.uk/Publications/cc3.aspx>

Terms & Conditions

Location

The role does not require any specific location. Board meetings have historically taken place in Maidstone although they are currently held virtually

Commitment

- 6 x board meetings per year
- 4 x Finance and Risk Sub-Committee Meetings (times flexible)
- 5-10 hours for the annual accounts and inspection (normally over April-June)
- Ad-hoc availability to Board and CEO when required
- Trustees normally commit to a 3 year terms, and must stand down after 6 years

Expenses & Remuneration

The role is voluntary and is therefore not remunerated. Reasonable travel and subsistence expenses will be reimbursed in line with the general expenses policy.

Legal Status

YLF is both a registered charity and a company limited by guarantee. The Treasurer is both a charity trustee and a company director. This means information will be placed on the public register managed by Companies House.

Diversity

YLF is explicitly and actively committed to inclusivity, equality, and reflecting the diversity of the communities served. Nobody involved in YLF's activities will be disadvantaged on the grounds of age, disability, gender, language, race, ethnic origin, sexual orientation, social class, religion, political views, marital status or health matters. The charity promotes equal opportunities for all, not only seeking to challenge all discrimination and encouraging tolerance but also appreciating the value of different cultures and lifestyles. YLF particularly encourage people to apply who are from sections of society that are currently underrepresented on the Trustee Board. This includes, but is not limited to, people with a disability, and individuals from ethnic minorities.

More Info & To Apply

Express an Interest Please contact us at enquiries@ylf.org.uk

You can also use this email to request an informal discussion with the CEO

More About YLF

Web | www.ylf.org.uk

Email | enquiries@ylf.org.uk

Facebook | [@ylf.org.uk](https://www.facebook.com/ylf.org.uk)

Twitter & Instagram | [@ylfcharity](https://www.instagram.com/ylfcharity)

LinkedIn | [/company/ylfcharity](https://www.linkedin.com/company/ylfcharity)

Thank you

We look forward to hearing from you