# Braillists Foundation Trustee Job Description

# Treasurer

## About The Roll

The Braillists Foundation seeks to co-opt a volunteer with expertise of managing the finances of a small Charitable Incorporated Organisation to its Board of Trustees.

The successful candidate will be responsible for day-to-day financial administration, financial monitoring, reporting on the health of the finances to the other Trustees on a monthly basis, and the production of annual accounts in line with the regulations of the Charity Commission in England and Wales. He/she will also be responsible for the monitoring and assessment of the accounts in which the Braillists Foundation deposits its funds, recommending changes to the account portfolio to the Board as they become necessary and overseeing their implementation in accordance with the wishes of the Trustees.

The Treasurer is a full Member of the Board of Trustees, with all associated rights and responsibilities, and will be expected to participate in monthly Board meetings via online/telephone conference call. The successful candidate will be asked to confirm his/her eligibility to serve as a Trustee of a Charity in England and Wales before being co-opted.

The expected amount of time required to undertake the full remit of this post should not usually exceed three hours per month.

## About the Charity

The Braillists Foundation is a Charitable Incorporated Organisation, registered in January 2020 and governed by a Constitution. The objects of the CIO are defined as: "To advance the education of, and promote social inclusion and independence for, blind and visually impaired people by creating and supporting projects to progress the development and use of Braille and other tactile media, thereby improving literacy and broadening access to employment." In practice, our mission is simply: "More Braille!"

The Board is comprised of six Trustees: the Chairman, Secretary, Treasurer and three Non-Portfolio Trustees co-opted for their specific skills, knowledge and/or expertise. It is supported by, and responsible for the oversight of, a part-time General Manager and five regular and ten occasional volunteers. The General Manager is responsible for the management and oversight of two contractors, although this number may rise slightly over the next 18 months as projects and funding permit.

Other than the Trustees, the CIO does not have Members, but it is estimated that it serves upwards of 100 beneficiaries on a weekly basis via its regular Zoom meetings, podcast and email discussion forum, and a further 1000 or so on an occasional basis via an email newsletter and a presence on Facebook and Twitter.

The Foundations funds derive primarily from grants and are supplemented by low-level donations. The vast majority of current funding is ringfenced for the delivery of an 18-month project designed to vastly increase the availability of tools and resources for learning braille and developing knowledge of braille products and services, and the General Manager's contract is contingent upon this project.

The financial year runs from April to March, and income for the current financial year is not expected to exceed £100,000.

## Duties and Responsibilities

* Paying invoices on at least a monthly basis
* Preparing monthly reports for the Trustees showing the health of the accounts and a high level overview of income and expenditure
* Attending monthly Trustees meetings via telephone/online conference
* Proposing budgets as the need arises and monitoring expenditure against them
* Producing regular statements of expenditure in accordance with reporting requirements for grants
* Preparing annual accounts in accordance with the requirements for CIOs registered in England and Wales
* Monitoring and maintaining the Braillists' portfolio of bank. building society and credit union accounts, and proposing and implementing changes as appropriate
* Developing and maintaining financial policies and procedures

## Skills, Attributes and Experience

* Eligible to serve as a Trustee in England and Wales
* Knowledge and experience of accounting practices for small CIOs
* Ability to effectively undertake basic financial administration
* Good functional numeracy skills
* Excellent attention to detail
* A clear communicator

## Application Process

If you wish to apply for this Trustee vacancy, please send a CV and covering letter to [help@braillists.org](mailto:help@braillists.org) outlining your relevant skills and experience as described above.

Prospective candidates will be invited to interview no earlier than Monday 1 November 2021.

The successful candidate may commence as soon as possible.