



# Resolve Treasurer Recruitment Pack



October 2023

Charity number 1199084. Registered address: The Old Post Office, Woodhall Community Centre, Mill Green Road, Welwyn Garden City Hertfordshire AL7 3XD



# Resolve Treasurer Recruitment Pack

## Introduction

Resolve is a charity that runs a range of services along the A1(M) corridors. These including adult substance misuse treatment services in Welwyn Garden City and Letchworth, ReStart Homeless Project and Sparks Community Café in Hatfield. In its 15 years the charity has grown from £500 to generating over £900,000 of income.

Our mission is to assist service users to move to a manageable positive, healthy and happy lifestyle, contributing to and enhancing the communities within which they live.

Our Results:

- People in the cycle of substance misuse turn their lives around, improving their living conditions to a point where a return to work is possible.
- Service Users benefit from improved health, happiness, self-reliance and responsibility which will impact positively on their lives and communities.
- Carers / family members receive support to meet the challenges of their loved one who has a substance misuse issue.
- Communities experience a reduction in drug & alcohol related and anti-social crime, facilitating an improvement in the quality of life in the local environment.

### Some numbers 2022 / 23

Individuals accessed support services	349
Therapeutic sessions	4,167
Individuals helped with homelessness	109
Customers visiting our community cafe	16,211
Meals served to Library Voucher customers	9,491

Our Treasurer is stepping down after almost 3 years and so we are looking to recruit a new Treasurer to work with the Board of Trustees to deliver our mission.

We know our services are needed now more than ever, giving us the potential to provide our personalised, effective support services to yet more people. To help us achieve this future growth and deliver continuously improved services we are looking for someone who understands the value of what we do and is truly motivated to serve our beneficiaries as they work hard to rebuild their lives. Of course, we welcome applications from those with lived experience.

Please look at the [2022/23 Annual Report /Accounts](#) for more information.

Please get in touch if you would like to have an informal chat about this role or find out more about Resolve.

Laura Hyde, CEO  
[laurahyde@resolve-online.org](mailto:laurahyde@resolve-online.org)

Peter Hebden, Chair  
[peterhebden@resolve-online.org](mailto:peterhebden@resolve-online.org)



# Resolve Treasurer Recruitment Pack

## Introduction To Treasurer Role

Whilst this role is voluntary, the position is an integral part of the organisation as the Treasurer is also a Trustee (see overleaf) and will participate in all Trustee discussions and decisions. The Board of Trustees meet up to 6 times per year but communicate regularly via email at other times. You will ensure that the organisation's financial practices are reviewed regularly to safeguard its financial position and have the enthusiasm to move the charity forward.

The Treasurer plays a crucial role in maintaining the financial health and transparency of Resolve and works closely with the CEO, the Bookkeeper and the other trustees.

### Treasurer Key Responsibilities:

1. **Financial Oversight:** Monitor and oversee the financial activities of the charity, ensuring sound financial management practices.
2. **Budgeting:** Collaborate with the CEO and Bookkeeper to create and manage the charity's annual budget.
3. **Financial Reporting:** Prepare and present regular financial reports to the board of trustees, outlining the charity's financial position.
4. **Record Keeping:** Ensure accurate financial records are kept and organised and accessible for audits or inspections.
5. **Banking:** Oversee the charity's bank accounts.
6. **Compliance:** Ensure the charity complies with all financial regulations, including tax laws and charity reporting requirements.
7. **Risk Management:** Identify and mitigate financial risks, proposing strategies to safeguard the charity's assets.
8. **Investment Management:** When applicable, oversee any investments / high interest accounts ensure they align with the organisation's mission and risk tolerance.
9. **Audit Preparation:** Oversee the preparation of the financial documents and reports for external audit / independent examination, liaising with auditors as necessary.

### Person Specification (in addition to those of a trustee):

- Financial experience – strategic and implementation. The skills to analyse proposals and examine their financial consequences and relate this to Resolve's risk profile. An ability to engage effectively in financial strategy and funding relationships (ideally an understanding of the principles of charitable fundraising and financial governance).
- Knowledge of preparing and comparing annual budgets.
- Understanding of payroll and Inland Revenue returns for Companies House and Charities Commission.
- Ability to present financial information clearly.
- Experience of charity finances and experience of scrutinising accounts (desirable).

### Time Commitment:

In addition to the time commitment of being a trustee, the Treasurer will spend approximately an additional 4 hours per month on Treasurer duties, but this varies depending on the time of the year.



# Resolve Treasurer Recruitment Pack

## Duties of a Trustee:

- Ensuring that the charity pursues its stated objectives, as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public.
- Ensuring that the charity defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the charity.
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Ensuring the financial stability of the charity.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

## Person Specification of a Trustee:

- Commitment to the purpose and values of Resolve.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work collaboratively and as a member of a team.
- Well-developed communication skills.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

To apply please submit a CV with a covering letter outlining your skills and why you are interested in the role to:

[laurahyde@resolve-online.org](mailto:laurahyde@resolve-online.org) by 8/12/23