



# GBNI Honorary Treasurer

- Accountable to:** GBNI Trustee Board
- Qualifications:** Appropriate financial experience, including experience in charity finance, fundraising and pension schemes.
- Term of Office:** Four years, commencing August 2026
- Responsibilities:** Ex-Officio on the Board of Trustees of GBNI, taking particular responsibility for oversight of finances.

**Overall role:**

- Maintain an overview of the organisation's affairs, ensuring its financial viability.
- Ensure that proper financial records and procedures are maintained.
- Contribute to the effective management of GBNI in promoting its Aim and Vision.
- Contribute to the preparation and monitoring of strategic and operational plans with a financial perspective.
- Regularly attend and positively participate in meetings of the GBNI Board of Trustees (approx. eight annually), GBNI Brigade Council (three annually) and GBNI Finance Team (four annually).
- Prepare for meetings by submitting agenda items in advance, reading all papers circulated in advance of meetings or apologising well in advance if absence is unavoidable.
- Declare any potential conflicts of interest and do not be present for any discussion where you may have such a conflict of interest.
- Accept the authority of the Chair concerning the process of the meeting.
- Accept collective responsibility for the decisions of the GBNI Board of Trustees.
- Maintain the confidentiality of items designated as confidential by the Chair and the contribution of individuals to GBNI Board of Trustees meetings.
- Participate in appropriate training and/or development needs.
- Cooperate with GBNI in complying with relevant legislative and health and safety requirements.

**Additional duties:**

- As part of the Finance Team, approving budgets and management accounts.
- Identifying financial risks facing the organisation and recommending appropriate action.
- Being assured that the financial resources of the organisation meet its present and future needs.
- Ensuring that the organisation has an appropriate reserves policy.
- Ensuring that appropriate accounting procedures and controls are in place and that the organisation operates within a sound financial framework.
- Ensuring that the charity has an appropriate investment policy and monitoring it.
- Ensuring that funds received for specific purposes are appropriately spent.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and relevant statutory bodies, e.g. The Charity Commission and/or the Registrar of Companies.
- Keeping the Board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- If necessary, make a formal presentation of the accounts at the Annual General Meeting and draw attention to important points in a coherent and easily understandable way.

### **Treasurer: Person specification**

- Committed to the Aim and Vision of GBNI to ensure the organisation is relevant, dynamic and Christ-centred.
- Appropriate financial experience, including some experience in charity finance, fundraising and pension schemes.
- The skills to analyse proposals and examine their financial consequences, with an ability to make unpopular recommendations to the Board of Trustees.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship.
- Impartial, with an ability to see the 'bigger picture', therefore being able to represent the needs of the whole organisation without taking into account any individual's personal, district or company viewpoint.
- Excellent communicator with proven strong leadership ability.
- Willingness to attend and participate in all necessary meetings to facilitate the strategic needs of the organisation.

### **Additional Information:**

- This is a voluntary role. Travel and other expenses incurred in carrying out these duties will be paid.
- Will have the support of the GBNI Finance Manager
- An induction into the GBNI Board of Trustees will be provided.
- The GBNI Chairperson will meet Trustee members for a one-to-one conversation on their contribution to board effectiveness.

### **Can you commit to the following:**

- Attending meetings.
- Accept responsibility of the directorship of GBNI as a limited company.
- Being flexible to represent GB at a range of meetings, sometimes at short notice.
- Using your skills enthusiastically and energetically whilst providing strong, collaborative leadership.

