



Anvil Trust is looking for a Trustee Treasurer to be part of our team as we take the Trust into a new era with our projects:



ANVIL PODCAST
JESUS-SHALOM



ANVIL LEARNING
WORKSHOP



ANVIL COMMUNITY
PEACEMEAL

Job Description for a Treasurer

Overall

- To fully support the vision and values of Anvil Trust
- Oversee the financial affairs of Anvil Trust and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Produce the necessary financial reports/returns, accounts and audits.

Qualities

- Knowledge and experience of current financial rules and practice for charitable organisations.
- Knowledge of bookkeeping and financial management.
- Good financial analysis skills.
- Ability to communicate clearly

Job Description for a Trustee

Legal responsibilities:

Oversee the activities of Anvil Trust according to the rules laid down by the Charity Commission (CC) and according to the Declaration of Trust (20th March 1992) and the two supplemental deeds (the first supplemental deed of 4/9/2004 and the second supplemental deed of 2/9/2010) For example:

- Ensure trustees' meetings are held regularly, that new trustees are appointed according to the correct procedures, that the CC is approached if trustees are to be paid for their work for the Trust.

Financial responsibilities:

Oversee the financial management of the Trust according to the CC rules. For example:

- Check annual accounts (formal auditing is performed externally), approve major purchases, help to resolve financial difficulties, provide advice and assistance on fundraising, approve any borrowing. Note that trustees may be personally financially liable for any Trust liabilities that exceed the assets of the Trust.

Strategic responsibilities:

- Ensure that the aims, objectives and direction of the Trust are maintained. Ensure that the activities of the Trust are in line with the "vision" of the Trust as laid out in the Declaration of Trust.

Quality responsibilities:

- Monitor the quality of the Trust's "public face". For example: websites, newsletters, letters or emails.

For more information contact Tim Evans (Anvil co-chair) at: timevans@anvil.org.uk.