

Treasurer Role Description

About NAM:

NAM is one of the world's foremost providers of information on HIV and AIDS. Our information is aimed at two main audiences: people living with HIV; and healthcare professionals. NAM's trustees play a crucial role in advancing the charity's purposes, overseeing the organisation's strategic direction and protecting its assets and interests.

Specific responsibilities of the treasurer:

The specific responsibilities of the treasurer are to:

1. Guide and advise the board of trustees in the approval of the budgets, accounts and financial statements
2. Review and discuss the management accounts and recommended budget changes with the executive director and business manager prior to the regular bi-monthly board meetings
3. Present the bi-monthly management accounts to the board of trustees for their approval
4. Review and discuss the proposed annual budget prior to the special board meeting that approves the budget (usually December)
5. To present the annual budget to the board of trustees
6. Keep the board informed about its financial duties and responsibilities.
7. To work with the executive director and business manager to shape the financial strategy of the organisation
8. Advise the trustees and the management on the financial implications of the organisation's strategic plans and key assumptions included in the annual budget
9. Confirm that the financial resources of the organisation meet its present and future needs and that there are appropriate reserves and investment policies.
10. Understand the accounting procedures and key internal controls to assure the board that the charity's financial integrity is sound
11. Ensure the accounts are properly audited and that accepted recommendations of the auditors are implemented
12. Formally present audited accounts to the board of trustees drawing attention to important points either in a written report or orally
13. Ensure compliance with Companies House and Charity Commission regulations in financial matters for the charity
14. Be an authorised signatory on all of NAM's bank mandates

Time commitment: Approx 10 hours every 2 months.

NAM's trustees' meetings are held alternate months at Acorn House, near Kings Cross, London.

What are we looking for?

Essential:

1. A recognised accountancy qualification
2. Financial and executive level managerial experience commensurate with an organisation with a turnover of £500k pa
3. Experience in budget setting and monitoring
4. Skills to analyse and interpret financial data
5. Skills to analyse proposals and examine their financial consequences
6. Skills to manage change
7. Ability to present financial information clearly, and make it understandable for non-finance people
8. Willingness and approachability to deal with enquiries from trustees and staff on an ad hoc basis

Desirable:

9. Experience of registered charity finances
10. Knowledge of the third sector's reporting regime and of the Charities SORP
11. Experience working in voluntary or not for profit sector organisations

All trustees will have:

1. A commitment to NAM and its work.
2. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
3. A willingness to devote the necessary time and effort to the duties of a trustee
4. Strategic vision.
5. Good, independent judgement.
6. An ability to think creatively.
7. The courage and willingness to speak their mind.
8. An ability to work effectively as a member of a team.
9. An ability to adhere to the [Nolan Committee's principles for public life](#).

What difference will you make?

You will play a key part in steering NAM towards the realisation of its mission and ensuring that the organisation is effectively managed. You will also have responsibility for ensuring that NAM has the resources to fulfil its mission and that these resources are both protected and properly used.

Our information materials are used regularly in 230 countries around the world. Our award-winning website, aidsmap.com, receives over 150,000 visits each month. A small, focused charity with a reputation for delivering high quality work, we have won numerous commendations for our patient information materials. We are certified by the Information Standard as a producer of reliable health information. For the last decade we have been the official online scientific news reporter for the International AIDS Society's annual conferences.

Exciting new work streams lie ahead for NAM, particularly as we deliver upon our new strategy to broaden our audiences and increase our reach and our impact. As a trustee you will help NAM continue to build on its reputation for delivering high quality work whilst guiding the organisation through any strategic developments and, indeed, challenges that may lie ahead.

What's in it for the volunteer?

This is a great opportunity to play a key role for a charity that is one of the world's foremost providers of information on HIV and AIDS. HIV prevention is considered to be at a watershed moment so now more than ever our work can have an impact, not just in the UK but globally, in helping to stop the spread of one of the major challenges to world health.

Before you apply

Please include details of your experience relating to financial governance and accountancy.