



Role Description

Honorary Treasurer and Board Trustee

[Black Cultural Archives, London](#)

Job type

Part-time

Purpose

- Oversee the financial administration of the charity and ensure financial affairs are and within accepted accounting legal, constitutional practice.
- Ensure that the charity operates within the financial guidelines set out in current legislation by the Charity Commission, in the Charity's Constitution and by the Board
- Ensure the charity keeps proper records and that effective financial procedures and controls are in place, and that resources and expertise are adequate for the charity to do so.
- Regularly monitor and report on the financial health of the organisation.
- Produce necessary financial reports/returns, accounts and, where appropriate, independent examination.

Specifically

- Lead on the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested, and economically spent, in line with good governance, legal and regulatory requirements
- Oversee and present budgets, internal management accounts and annual financial statements to the Board of trustees in a timely manner
- Monitor and advise on the financial viability of the charity, ensure the Charity's financial resources are sufficient to meet current and future needs, advise the Trustees on the reserves policy, and ensure that this policy is reviewed and monitored regularly
- Liaise with the appropriate member of staff responsible for the financial activities of the organisation
- Chair any finance committee in line with standing orders and terms of reference, and reporting back to the Board of trustees
- Oversee the implementation of and monitoring of specific financial controls and adherence to systems, as agreed by the Board
- Oversee the charity's financial risk management process
- Identify and bring to the attention of the Board any financial risks facing the Charity
- Ensure the Board is kept informed of its financial duties and responsibilities
- Advise the Board on financial implications and operational risks arising from Board decisions, especially the Board's strategic plans and policy decisions
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Where appropriate produce an annual budget and propose its adoption at the last meeting of the previous financial year.
- Lead on appointing and liaising with auditors/an independent examiner.

Regular Duties

- Undertake bookkeeping duties and/or oversee the finance manager ensuring posting and bookkeeping is kept up to date.
- Account updates including general invoicing and payments
- Bank account reconciliation
- Attend meetings and offer financial reporting for these meetings
- Year-end accounts preparation, review, updates and queries from accountants and auditors
- Annual insurance / invoicing review
- Regular review of implementation of Financial Regulations and controls

Qualities

- Knowledge of accounting practices for corporate governance
- Knowledge of financial regulations governing charities and companies
- Able to commit sufficient time
- Ability to think strategically and forward plan
- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management
- Good financial analysis skills.
- Ability to communicate clearly and positive team player
- Ability to identify and hire necessary expertise, where appropriate

About BCA

- Black Cultural Archives (BCA) is the only national repository of Black history and culture in the UK. Established in 1981 and situated in its iconic building in Brixton's Windrush Square since 2014, BCA collects, preserves and celebrates the presence of African and Caribbean heritage people in Britain.
- BCA's collection spans several centuries and contains a wide variety of material, including personal papers, rare books, periodicals and press cuttings, photographs, objects and other artefacts that reflect the history of the African Diaspora and presence of Black people in Britain.
- Our strategic objectives are to grow our collection; provide inspiring learning experiences; to change the teaching of British history by leading the debate and inspiring others to play an active role in reshaping the national narrative; and to create a resilient organisation.

Salary

None

Ability to commute/relocate:

N/A

Experience:

- Financial management: 3 years (required)
- Accounting: 3 years (preferred)

Application deadline

22/06/2022

Reference

BCA Honorary Treasurer