



Role Description

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| Job title | CleanupUK Trustee and Deputy Treasurer (volunteer role) |
| Responsible to | CleanupUK Board of Trustees |
| Period of tenure | Trustees are normally appointed for a three year term, with the option to serve an additional three year term in exceptional circumstances. However, the Treasurer role is a special case and the current Treasurer has already served for six years and has a further three year extension, which will make nine years in total. |
| Time commitment | <p>4 trustees' meetings per year normally lasting 3-4 hours and including a longer "away day" – mainly by videoconference but with two meetings per year in London.</p> <p>Participation in sub-committees and working groups, including 2-3 Finance and Risk Sub-Committee (FRSC) meetings per year by videoconference.</p> <p>The Deputy Treasurer will also carry out with some of the Treasurer's tasks listed below, subject to discussion and agreement with the Treasurer and CE.</p> |
| Overall Purpose | <p>The Deputy Treasurer will support the current Treasurer, whose term expires in June 2027, and then take over the full Treasurer role with responsibilities as stated below.</p> <p>The Deputy Treasurer will be a full member of the Board of Trustees, and will play a full role as such.</p> |
| Main duties and responsibilities as Trustee | <ul style="list-style-type: none"> • The role of a charity trustee is to share ultimate responsibility for governing a charity and directing how it is managed and run. The Board of Trustees is the governing body of the charity and is ultimately responsible for everything the charity does. It is accountable in law to the donors through the Attorney General and the courts. The trustees must act in the best interests of the beneficiaries. • The trustees as a board are collectively responsible and accountable for ensuring and monitoring that the organisation is performing well, that its aims and strategy are driven forward and that it is solvent and complies with its obligations • Play an active role in approximately 4 meetings per year as well as in sub-committees, working groups and <i>ad hoc</i> conversations and communications throughout the year • You will be invited also, on a voluntary basis, to other events that we hold throughout the year |

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| | <ul style="list-style-type: none"> • The Chief Executive may ask to meet with you or ask you for your help with any particular issue that plays to your individual strengths |
| Main duties and responsibilities as Treasurer | <ul style="list-style-type: none"> • Guide and advise the Trustee Board on: its financial duties and responsibilities, including: approval of budgets, accounts and financial statements; compliance and regulation; financial policy; financial control; and reporting matters • Guide and advise the Chief Executive on financial matters • Oversee the accuracy of the monthly financial and management accounts • Oversee the production of annual budgets and monthly reporting and monitoring of actual performance vs budget • Report to the Trustee Board • Check and approve the monthly payroll and initiate related payments • Approve payments of invoices and expenses • Oversee accounting policies and procedures and internal financial controls • Liaise with CleanupUK's accountants over production of the annual financial accounts • Ensure the timely filing of the financial statements and maintain the Company's register with the Registrar of Companies |
| Skills and experience | <p>Required:</p> <ul style="list-style-type: none"> • In-depth understanding of financial management and accounting issues • Ability to communicate effectively with non-financial colleagues, i.e. the Board, CE and staff where necessary • Being interested in and passionate about the issue of litter and the effect it has on communities • Having sufficient time available to devote to the role is essential • We need a proactive individual who can respond quickly to emails and requests <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of acting as a trustee would be useful but is by no means required • Understanding how charities work would be useful but, again, is by no means required • Understanding of deprived/disadvantaged areas from a community perspective would be useful, as would experience of litter-picking • Specific experience of charity finance would be useful • An accountancy qualification or equivalent is desirable but may |

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| | be substituted by relevant experience |
| Expenses | Agreed out-of-pocket expenses will be paid upon presentation of receipts and a claim form, including reimbursement of travel costs between home and meetings |