



Treasurer & Trustee of Herts Disability Sports Foundation (HDSF)

Herts Disability Sports Foundation is where everyone (absolutely everyone!) is empowered to experience the joys of belonging, achieving and physical activity. Through our diverse activities, individuals become functionally fitter, but also develop self-esteem, confidence and life skills as they connect to and belong to a safe community of others like them. And we have a lot of fun!

We operate in Hertfordshire and are now being recognised across the county as a source of expertise for disability sport and physical activity - from our track record, the skills of our staff and our open commitment to 'practise what we preach' on a daily basis.

HDSF believes that quality of life can be improved through involvement in sports and physical activity opportunities - and that everyone should have access to these benefits. The Charity exists to provide support, education, training and the opportunity to take part in sporting activities for individuals who struggle to access sport and physical activity - to improve physical health and wellbeing.

We are looking for a Treasurer who will bring enthusiasm to the role and broaden the diversity of thinking on our board. This is a crucial position that will help guide our financial strategy and ensure the sustainability of our programs. We are an inclusive organisation, and welcome applications from anyone interested to support our purpose.

Above all, our Treasurer should be passionate about what HDSF is striving to achieve.

Charitable Activities

We are a relatively small charity (CIO with 6 permanent staff) working to support adults and children in Hertfordshire to participate in recreational sporting activities, with a focus on those with physical and/or learning disabilities. We aim to provide and support opportunities in sports and physical activity that can be accessed by everyone, whether it be through participation, volunteering, coaching or education in a supportive and non-judgmental environment.

We offer a fully inclusive service across three key programme areas; Community activities, Bikes without Barriers and our hub for outdoor activities at Stanborough Park. Working with a diverse range of partners (including Day Services, special schools and community groups) and individuals, we provide cycling opportunities for young people and adults, community fitness sessions in a variety of locations, weekly activity sessions at Stanborough for young people and adults (including watersports), and holidays session for children with physical or learning disabilities and their siblings. Our activities include cycling, boxercise, keep fit, paddleboarding, bellboating and many more – each activity is adapted to the needs of the individual without any assumptions about what they can and cannot do.

In addition, we work in partnership with a number of different agencies across Hertfordshire, including Herts Sport & Physical Activity Partnership, to provide training and advice on how to make physical activities accessible to all.

More information on our work can be found at www.HDSF.co.uk

About the role of Trustee (Treasurer)

HDSF Trustees meet face to face 5 times per year (usually in the Hatfield area); 4 Board meetings and one full day for strategic planning and teambuilding. We also have online meetings in the intervening months for training or a briefing on a specific topic. Trustees are also encouraged to visit HDSF activities at least once a year.

Salary: This is a voluntary role although HDSF will refund reasonable travel and subsistence expenses and all work-related expenses.

Hours: A minimum commitment of 8 hours per month. Formal Trustee meetings are conducted every 3-4 months, a total of 4 a year. The Board will also conduct a monthly 1-hour conference call to discuss key areas around HDSF.

HDSF Trustees serve for a three year term with the potential to serve for 2 terms as a maximum.

Role Description

In this role, as part of the Board of Trustees, and with the Charity Director and Senior Management Team (SMT), you will have the opportunity to help inspire, set and maintain HDSF's vision, mission and values, as well as developing strategy. Trustees are expected to be familiar with the work of HDSF through attendance at activities and events. With fellow Trustees, you will be responsible for ensuring compliance and accountability for finance, legal and governmental obligations.

Role Purpose:

- To assure the Board that the Charity's financial affairs are legal, constitutional and within accepted accounting practices.
- To oversee all financial aspects of the charity on behalf of the Board to ensure the Charity's short and long term viability. Ensuring the Charity's strategic and operational plans are underpinned by robust and fit for purpose financial management.
- To assist the Chair, other honorary officers and the Charity Director (CD) in ensuring that the Board fulfils its duties and responsibilities for the proper financial governance of the charity. This includes the provision of advice, guidance, challenge and reassurance on all aspects of the Charity's financial activities.
- Oversee the transformation of the Charity's financial procedures and protocols, including implementation of current and any new accounting software.

Key responsibilities

Overview

The role of Treasurer is key to the effective governance of HDSF. While financial matters are the responsibility of all trustees, it is often the treasurer that the other trustees look to for advice, guidance and reassurance on all aspects of the charity's financial management and reporting, control systems, solvency, investments, etc. In addition to their general responsibilities as a Trustee, the Treasurer will be expected to monitor the financial administration of HDSF and report to the Board of Trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements

Specifically

The main responsibilities and duties of the treasurer include;

- overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees,
- leading in 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,
- leading in the development and implementation of financial reserves, cost-management and investment policies,
- liaising, where applicable, with the CD and Chief Operating Officer,
- chairing any finance committee in line with standing orders and terms of reference, and reporting back to the board of trustees,
- monitoring and advising on the financial viability of the charity,
- overseeing the implementation of and monitoring specific financial controls and adherence to systems,
- advising on the financial implications of the charity's strategic plan,
- overseeing the charity's financial risk-management process,
- acting as a counter signatory on important applications to funders, and
- board-level liaison with the Independent Examiner on specific issues.

Person Specification

The ideal candidate would have;

- Commitment to the vision and aims of HDSF and the willingness to devote the necessary time and effort,
- The ability to communicate and clearly explain financial information to non-finance Board members,
- A willingness to contribute fully to Board discussions,
- An accounting qualification,
- An ability to challenge in a constructive manner,
- Strategic financial planning and financial analysis skills,
- Ability to work effectively as a member of a team,
- Preparedness to make unpopular recommendations to the board,

- Willingness to be available to staff for advice and enquiries on an ad hoc basis,
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

The following skills and experience are desirable but not essential;

- Experience of charity accounting,
- Experience of charity SORP.

Equal Opportunity

- The Trustee Board welcome all applications from people with accounting experience and/or accounting qualifications and are particularly interested in receiving applications from those who have lived experience of disability and from those from sectors of our community which are often under-represented on charity boards.
- We are committed to providing equal opportunities and our policy is to ensure that no job Applicant or employee receives less favourable treatment, particularly on the grounds of sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion or age.
- We have designed this application process to help us select the best candidate for the job and to eliminate the possibility of discrimination.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of HDSF in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an un-discharged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

Application Process:

Please apply by sending a copy of your CV with a covering letter to Sine Bates, Chief Operating Officer (sine@hdsf.co.uk), or contact her with any questions about the role or HDSF.

Closing date – Monday 25th November 2024

Shortlist meeting – Thursday 28th November 2024

Interviews - evening of Thursday 5th December 2024 in Hatfield