



CHARITY OVERVIEW

Citizens Advice Epsom and Ewell (CAEE) is a registered charity serving the people of the Borough of Epsom and Ewell and advising on issues including employment, benefits, housing, money and debt, personal and family matters, consumer affairs, immigration, health and education.

Our Vision is to create an environment in which everyone living, working or studying in the Borough is easily able to get the advice they need for the problems they face.

Our Mission is:

1. To provide free, confidential, and impartial advice on issues affecting people's day-to-day lives; and
2. To effect changes to government policy and practices at both local and national level, which materially improve the lives of our clients.

We employ a small and committed group of staff, supported by a larger group of around 60 volunteers. Our board of trustees is equally committed, diverse in its make-up and ambitious for the future.

Trustees are all volunteers, many of whom live in the local community, and all of whom use their skills, knowledge and experience to help guide and govern our service, shape strategy, and give direction to the organisation. Trustees have other duties as well; apart from financial stewardship, they help to ensure the charity stays within the law, meets the community's needs and acts in the best interests of the charity.

Our trustees are also company directors as Citizens Advice Epsom & Ewell is a company limited by guarantee

Members of the Trustee Board are responsible to the Charity Commission, funders and donors, and the local community. Their main duties are:

- Setting the strategy and policies of the organisation, and ensuring participation in Citizens Advice policy making through the democratic process
- Ensuring that the service meets Citizens Advice standards and that the needs of the local community are being adequately met
- Monitoring the financial position of the organisation and ensuring that it operates within its means
- Supporting the development of the organisation through participation in agreed projects

- Actively seeking to further the strategic objectives of the bureau
- Undertaking all necessary employment functions relating to staff members and ensuring that bureau training and development policy is adequate to meet the needs of staff

TREASURER ROLE PROFILE

Main duties and responsibilities

- Guiding and advising the Board in the approval of budgets, accounts and financial statements, within a relevant financial policy framework
- Keeping the Board informed about its financial duties and responsibilities
- Advising on the financial implications of the bureau's strategic plans and key assumptions in the operational plan and annual budget
- Ensuring that all Board members have a clear understanding of the accounts presented at meetings and the implications that they reveal
- Understanding the accounting procedures and key internal controls to be able to assure the Board that the charity's financial integrity is sound
- Ensuring that a realistic budget is produced which meets all the bureau's needs and that there is an appropriate reserves policy
- Monitoring the bureau's income and expenditure position, and presenting reports to the Board at least quarterly, in a format accessible to the Board members
- Ensuring that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard the bureau's resources
- Ensuring that money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts demonstrating this are submitted to funders
- Ensuring that accounts are prepared at year-end in compliance with the SORP Accounting for Charities and making arrangements for them to be audited or independently examined, as required by the Charity Commission
- Ensuring that annual accounts are submitted to the Charity Commission and/or Registrar of Companies, within the deadlines set
- Presenting the accounts at the AGM and drawing attention to important points in a coherent and understandable way
- Liaising with the CEO, as budget holder, and the Finance Manager about financial matters
- Playing a key role in planning a clear fundraising strategy to raise money for future activities and development