



Trustee/Treasurer

Salary - £0

Location – Newcastle upon Tyne

Job Type – Voluntary

Category – Trustees

Sectors – VCSE, Youth Work

Introduction

Projects4Change addresses the needs, voice and rights of young people. We work within communities and in partnership with others to create youth work projects which help young people to develop and flourish into adulthood.

Projects4Change is a Newcastle upon Tyne based registered charity (CIO) which was founded in 2018 and is governed by a board of trustees. The Projects4Change team and committee are a dynamic group of people from all demographics. Between us we have a wealth of experience in Youth Work, the Voluntary & Community Sectors and business. Every person on the team is passionate and committed to working with Young People and giving them the opportunities and skillset they need to thrive.

WE LOVE YOUTH WORK, and we believe in the ability of youth work to change young people's lives.

Summary

We now have 3 vacancies on our board and would like to hear from people who are interested in joining us as a trustee.

We are particularly looking for someone who has experience in dealing with accounts and would be interested in taking on the role of Treasurer on our board.

A background in youth work, or an affiliation with Cowgate or Blakelaw would be ideal but we're happy to hear from people of all backgrounds and walks of life – if you're interested in helping young people to unlock their potential then we'd love to have you on the team.

Role Description

- To oversee the financial affairs of the charity and ensure they are legal, constitutional and within accepted accounting practice.
- To ensure proper records are kept and that effective financial procedures are in place
- To monitor and report on the financial health of the charity



- To oversee the production of necessary financial reports, returns, accounts and audits
- To liaise with Trustees, Chief Executive Officer, staff and volunteers to ensure the financial viability of the charity
- To make Trustees and the Chief Executive Officer aware of their financial obligations and take the lead in interpreting financial data to them
- To regularly report the financial position at Trustee Meetings (balance sheet, cash flow, fundraising performance etc)
- To oversee the production of an annual budget and propose its adoption at the last Trustee Meeting of the financial year
- To ensure proper records are kept and that effective financial procedures and controls are in place i.e. cheque signatories, purchasing limits, purchasing systems, petty cash/float, salary payments, pensions, PAYE and NI payments, others as appropriate
- To appraise the financial viability of plans, proposals and feasibility studies
- To lead on appointing and liaising with auditors and/or an independent examiner
- To maintain the petty cash system and regularly process petty cash claims
- To arrange payments to creditors as appropriate and arrange appropriate signatures on payments
- To make the necessary arrangements to collect payments from debtors and bank payments promptly

Requirements

Trustees typically contribute 4 – 8 days annually to the affairs of the trust and involve attendance between 4 – 8 meetings per annum.

Additional working hours would be required on an ad hoc basis to assist with bookkeeping, accounts and financial procedures of the charity.

Most meetings take place in Newcastle or virtually on a weekday evening, between 6.30pm and 8.30pm. Outside of the board meetings, correspondence is conducted by email and WhatsApp.

No remuneration is offered for performing the duties of a Trustee, although reasonable expenses will be reimbursed as per our expenses policy.

Safer Recruitment Statement

P4C is committed to safeguarding and ensuring the welfare of children and young people, and expects all employees and volunteers to share this commitment.



The suitability of all prospective employees and volunteers will be assessed during the recruitment process in line with this commitment.

Contact us

If you're interested in this role and would like to discuss it in more detail, please contact:

Kelly Coates, CEO

kelly@projects4change.org

07946 314 037

Amy Coates, Trustee

Amycoates85@hotmail.co.uk

07834 545 224

<http://www.projects4change.org/get-involved/become-a-trustee/>