

Treasurer

Challenge Adventure Group (“CAG” for short and the operating name of CAG Trust) is a voluntary youth organisation for Knowle, Dorridge and beyond aimed at boys aged 10 and above.

As our name suggests, we provide challenging, adventurous and fun activities and the D of E Award for young people in their leisure time. Taking part in fun experiential activities enables members to develop their physical and mental skills and capacities and reach their full potential of becoming positive, active and happy citizens.

Summary

CAG was formed in 2009 and became a charity, CAG Trust, in 2019. We are looking for an individual to oversee the financial affairs of the charity and to take us forward as we continue to grow and thrive as an organisation. This is a key Trustee position, playing a major part in supporting CAG’s day to day activities and managing it’s growth in the future.

Description

As a Trustee you will:

- Maintain an overview of the organisation's affairs
- Ensure its financial viability
- Ensure that proper financial records and procedures are maintained.

General responsibilities of a Trustee:

- To ensure the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Committee's role in giving firm strategic direction to CAG, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of CAG.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of CAG and to ensure the proper investment of CAG’s funds

You will be:

- Overseeing the financial affairs of the organisation and ensuring they are legal, constitutional and within accepted accounting practice.
- Regularly reporting the financial position at Committee meetings (balance sheet, cash flow, fundraising performance etc.) and overseeing the production of financial reports/returns, accounts and audits.
- Working closely with other CAG Committee members to ensure proper records are kept and that effective financial procedures are in place.
- Contributing to CAG's strategy and direction at regular board meetings
- Leading on financial matters of the committee, supporting non-finance trustees to understand the financial information and understand financial issues well enough to make informed decisions.
- Overseeing, approving and presenting budgets, accounts (including paying of invoices & expenses and logging incoming payments) and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy.
- Liaising with the Committee regarding preparation and presentation of financial reports.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission and the Registrar of Companies.
- Ensuring that the accounts are audited in the manner required and any recommendations are implemented.
- Informing the committee about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.

We are looking for a volunteer who ideally should have / be:

- Qualified accountant or significant practical experience of financial challenges faced by a small charitable organisation or business
- Ability to analyse proposals, weighing up risks and opportunities and examine their financial implications
- Communicate and explain honest and reliable financial advice to the Committee
- Willingness to be available to the Committee for advice and enquiries on an ad hoc basis
- Integrity
- A commitment to the organisation and its objectives
- Time to offer to the charity.
- Strategic vision and an ability to think creatively.
- An ability to work effectively as a member of a team.
- A willingness to accept the legal duties and responsibilities of trusteeship.
- Ability to build and maintain good working relationships
- A car driver or have ability to travel to attend events & meetings
- The post holder must be able to provide a satisfactory Disclosure and Barring Check

Making a difference - what impact will the opportunity have?

Your input is key to the day to day running of CAG as well as securing its future. As a trustee you have the chance to support and shape the work and strategic direction of CAG, and you can make a significant difference to a cause that matters to you.

What's in it for the volunteer?

You would become part of our small, friendly team and you have the opportunity to use your time, skills and experience to make a real difference to CAG and the community in which we operate. Additionally we can offer you:

- The chance to be part of a charity at an exciting time in its development
- The chance to have a big impact. This role is essential to ensuring that CAG remains healthy and sustainable and able to navigate changing times and economic climates.
- The opportunity to make a difference to young people's lives through outdoor trips, activities and adventures.
- Experience of being on a board of Trustees.
- Expenses, so you are not out of pocket.

About the location

Where will the volunteer be working?

The volunteer will work from home will be required to attend meetings within the Solihull area.

Travel Limit

This role is partly remote but ideally the candidate should be available for face to face Committee and other meetings.

When will the volunteer be working?

Volunteer availability

- Flexible to suit you
- You would need to be available to attend Committee meetings which normally take place in the evening

- Occasional weekends to attend events

Estimate of time commitment

- 0 - 3 hours / week - the candidate will be able to offer further time as they wish

Details

The volunteering could be long term.

Application details

If you have any questions regarding this role please contact Izzy Jeynes on izzy@challengeadventure.org

If you would like to apply for this role please send a CV and covering letter to izzy@challengeadventure.org or [apply online at this link](#).

Successful applicants will require an enhanced DBS and two references.