

## **Financial Champion** **Trustee for Meade Hill Shul** **Job Description**

### **Join Meade Hill Shul**

An exciting opportunity has arisen to join our Board as Honorary Treasurer, as our current treasurer comes to the end of his term in May 2019. Use your experience and financial management skills to help drive and support the charity's strategic direction and on-going success, making a real difference to the future of the charity.

### **About Meade Hill Shul**

We are a growing modern orthodox Shul (Synagogue) in North Manchester. This is a very exciting time for Meade Hill Shul as the charity is going through an unprecedented period of growth. To support this we are building a professional and dynamic board of trustees. The charity has just started a multi million pound redevelopment project and have aspirations to be a real driving force for the Jewish community in Manchester.

### **About this Role**

We are seeking to recruit a qualified and experienced accountant as the new Honorary Treasurer. Working closely with the Chair and the rest of the board, you will oversee the financial position, internal controls and risk management matters of the charity in line with best practice, and legal requirements.

We are a small charity so this will initially be a hands on role. As the charity grows the aim is to create a team to take over the hands on functions enabling the successful candidate to focus on strategic goals.

The successful candidate will serve initially for up to three years with the potential to be reappointed for up to a further two terms of three years after that. This is an unpaid role however reasonable fees and expenses will be paid.

### **Principal Responsibilities**

- Oversight of budgets, internal and external financial reporting, alerting the Board to key matters.
- Ensuring that the financial resources of the charity are sufficient to meet its present and future needs.
- Oversight of the development and implementation of appropriate financial policies, accounting procedures and controls and risk management processes, to safeguard the charity's assets and financial position.
- Ensuring the Board is aware of its financial duties and responsibilities.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring the Charity complies with relevant fiscal requirements.
- Hands on role will include the monthly Payroll and managing the Bookkeeper position.

# Meade Hill Shul

(Established as Beis HaMedrash Hagadol 1904)

88 Meade Hill Road, Manchester, M8 4LP

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[www.meadehillshul.co.uk](http://www.meadehillshul.co.uk)

## Person Specification

To take up the critical role of Treasurer, you will need to be engaged and motivated in the work and mission of Meade Hill Shul. Commitment, engagement and reliability are essential to fulfilling your responsibility as a Trustee.

## Skills & Experience

- Hold a relevant accountancy qualification, with an understanding of the principal features of charity finance.
- Experience of strategic financial planning and risk management.
- On-line accounting packages.
- Migration and set up of accounting packages is preferred but not essential.
- We are happy to consider this as a first position on a board of trustees if you can demonstrate that your skills fit the role. Previous experience of operating within a Board or similar senior environment in a charitable, public sector or commercial organisation is preferred but not essential.
- Capacity to challenge, engage and contribute to the work of the Board in a positive manner.
- Ability to build and sustain relationships with key stakeholders and colleagues to achieve organisational objectives.
- Demonstrate a consultative, collegiate, constructive and supportive style.
- Ability to represent the charity internally and externally.
- An understanding of the legal duties, responsibilities and liabilities of trustees.
- Embody the values of Meade Hill Shul, with a commitment to promoting the religious community.

Applicants should apply by submitting a cover letter (of no more than two pages) and a CV to [office@meadehillshul.co.uk](mailto:office@meadehillshul.co.uk) and include "Treasurer" in the email title.

For an informal talk with the Chair prior to applying, please send an email to [martin@myshul.co.uk](mailto:martin@myshul.co.uk).

The deadline for applications is Wednesday 16<sup>th</sup> March with interviews to take place by mutual arrangement shortly afterwards.