

OneSound Finance Trustee & Treasurer Job Description

OneSound (formerly MAYC Orchestra and Singers) is one of the UK's leading Christian worship youth choirs and bands. We host weekends packed full of music, prayer, and fellowship, where we help young people aged 16-26 to grow as musicians, leaders, and disciples of Christ so they can share their God-given musical gifts to inspire the wider church and community.

Summary of Role

OneSound is currently seeking to recruit a volunteer **Finance Trustee (including Governance and the responsibility for day-to-day financial operations)**. This is an excellent opportunity to be actively involved in supporting the work of a young, dynamic and current Christian charity with a national reach.

We are particularly interested in hearing from you if you have a proven ability to communicate and explain financial information to members of the Board and other stakeholders. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship is also desirable.

Trustees are currently appointed on a **voluntary basis** and required to commit to a minimum term of appointment of three years. Board meetings currently take place virtually up to 6 times per year but we will hope to meet in person in the coming months. Trustees also have the opportunity to contribute to the work of our organisation outside of Board meetings in a range of ways depending on their skillset.

Role Description & Person Specification

Role Description

The Finance Trustee will support the Board to oversee the financial matters of the charity in line with good practice and legal requirements, and report to the Board at regular intervals about the financial position of the charity. The Finance Trustee will ensure that effective financial measures, controls, and procedures are put in place and are appropriate for the charity. (Despite this all trustees are jointly and severally responsible for the administration of the charity). This role will also include the duties of a traditional treasurer. This includes the day to day bookkeeping of the charity and the preparation of budgets for individual events and annually in conjunction with the Chair, any other finance team members and the Artistic Director.

The Finance Trustee is accountable to the Board.

Duties and Responsibilities

The Finance Trustee should adhere to the role description of a trustee / director and in addition has the following responsibilities:

Main responsibilities:

- To support the Board to oversee and to ensure appropriate presentation of budgets, accounts, management accounts and financial statements
- To ensure appropriate presentation of accounts and records, ensuring that financial resources are spent in accordance with the charity's policies, good governance, legal and regulatory requirements

Main duties:

- Liaising regularly with the Chair and support them on financial matters
- Supporting the Board to monitor the financial viability of the charity
- Creating in conjunction with trustees, sound financial processes and procedures for the control of the charity's assets
- Advising on the financial implications of the charity's strategic plan.
- Reviewing the annual accounts and, where applicable, liaising with the charity's external accountants to ensure the accounts are compliant with the current charities' SORP
- Ensuring that sound financial management is maintained and ensuring expenditure is in line with the charity's objects
- To manage the day to day banking and bookkeeping of the charity including accessing online banking
- Attending OneSound hosted events where possible
- To liaise with the Chair and Members Secretary to ensure all members are paying subs on time and the correct amount
- To prepare and monitor budgets for individual events and annually
- Keeping the day to day books of the charity up to date
- Keep track of Gift Aid donations and collect the payment when due of Gift Aid

Person Specification

General

- Understanding of OneSound's operating environment and the key governance requirements for board members

Strategic Leadership

- Ability to analyse the environment, set and prioritise objectives

- Ability to make own views known and make decisions in a group environment and in line with strategic objectives
- Ability to take responsibility for financial dealings

Communication

- Ability to listen intently, carefully, and objectively
- Ability to convey ideas, information, and opinion clearly and concisely

Teamworking

- Supportive of the chair, fellow board members and members
- Ability to challenge the views of others appropriately
- Ability to build relationships with a wide range of stakeholders

Supporting Information

- Member of the Board of Trustees
- Attending (and reporting at) Board Meetings
- Attending OneSound hosted events where possible
- Experience in Financial Management essential
- Attending the AGM every year and reporting at the AGM if needed

To apply please email your CV and covering letter to Sam Smith on sam@onesound.org.uk or Martin Sykes, Chair on chair@onesound.org.uk

Application deadline is 1st September 2021