



Trustee (Treasurer) Role Description

Role Title:	Treasurer	Hours	Attendance at quarterly Board meetings (2 hours each) and quarterly Finance Committee meetings (1 hour each)
Location	Platt Bridge Community Zone 81 Ribble Rd Platt Bridge Wigan WN2 5EG	Salary	This is a voluntary role
Travel requirement:	In person Board meeting 2 x per year + 2 meetings via Teams per year	Period of appointment:	3 years
DBS:	Standard	Start date	As soon as possible
Accountable to:	Chair of the Board of Trustees and working closely with the CEO	Reasonable expenses	These will be paid on production of a valid receipt

About Embrace:

We have been working in the Borough of Wigan for over 25 years. We are a Disabled People's organisation which means that disabled people and those with lived experience shape the services and projects we deliver.

Our Purpose

Our reason for being is to work towards a better life for disabled people and their families.

Our Mission

Our mission is to ensure that all disabled people feel valued, are included and have real choice.

Our Ethos

We believe that disabled people make our communities a more diverse, interesting and worthwhile place to live. That is why everything we do is about ensuring all people are included in their local community.

Our Values

These are the guiding principles that run through everything we do:

We are inclusive

By inclusive we mean ensuring everyone can be a part of our mission and organisation. This does not mean exclusively disabled people; it means all people. We achieve this by being non-judgemental, using inclusive language and treating everyone as an equal.

We are user-led

We are here because people in Wigan and Leigh wanted a charity that provided support using the social model of disability. We respond to the needs of the people who use our service and regularly seek their opinions.

We are part of our community

We have been part of Wigan and Leigh since February 2000. Our work is only possible due to our strong local connections and the respect we have within the community. All of our work must ensure that we retain our reputation and it is undertaken in conjunction with our partner organisations across the borough.

We deliver a range of services including:

- SENDIASSS – Information and Advice Service for SEND families
- SEND Mediation
- Care Act Advocacy
- Employment Support
- PA Recruitment (for people who employ a PA via their Direct Payment)
- Behaviour Support for Neurodiverse families

- Hidden Gem Café
- Charity Shop in central Wigan

About the role:

We are looking for an exceptional person to join our friendly and supportive Trustee team to take on the role of Treasurer. We would particularly welcome applications from disabled people those with a long-term health condition, Deaf or Neurodivergent people.

The successful candidate will have a background in finance, strategy, governance and risk management.

The Treasurer will:

- Oversee the monitoring of the organisation's finances on behalf of the whole Board of Trustees and report regularly on them to the Board
- Ensure sure that Embrace's money and property is properly managed
- Ensure that proper systems are in place for budgeting, financial control and reporting
- Oversee and monitor the implementation of procedures to reduce the risk of fraud
- Keep all Trustees properly informed about the state of the organisation's finances
- Ensure financial reports to the Trustees are comprehensible and properly discussed
- Ensure accounts and other financial reports are produced in the proper form and on time as required by other bodies (such as the Charity Commission)
- Oversee the appointment of and communications with auditors or independent examiners, according to legal requirements
- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year
- Support the CEO to produce and monitor the management accounts regularly
- Advise on the financial implications of the charity's strategic plans.

They will also support their Board colleagues with carrying out the main duties of being a Trustee:

- Ensure the charity is carrying out its purposes to the public benefit

- Comply with the charity governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable
- Dedication to the charity's cause and objectives and willing to act as the charity's ambassador to external bodies, individuals, charities and companies.

We offer a full induction programme, and opportunities for training and professional development.

Please apply by providing a brief statement of how you meet the requirements for the role by 31st March. Please send your application to j.barrow@embracewiganandleigh.org.uk

For queries about the role please speak to Chris Hamnett (01942)233323.