

Treasurer and Company Secretary to the Charity Education and Employers

(1 – 2 days per month)

The charity [Education and Employers](#) is seeking a Treasurer and Company Secretary to oversee the provision of finance, company secretarial, and other corporate services, ensuring that all statutory obligations are met. It is a part time role, approximately 1 – 2 days per month.

The Charity

The Education and Employers Taskforce was launched as an independent charity on the 15th October 2009. The mission of the Charity is to: *‘ensure that every school and college has an effective partnership with employers to provide its young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential and so to secure the UK’s future prosperity.’*

The Charity pursues this aim by working in close partnership with leading national bodies representing schools, colleges and employers. Our Partnership Board brings together the country’s leading education and employment organizations and Trustees are principally senior business leaders with an interest in education. The Charity has a team of twelve full-time staff. It commits time, energy and resource to improving understanding of what difference employer engagement in education makes to young people and volunteers; and how we can make it happen effectively, efficiently and equitably.

The role of Treasurer and Company Secretary

The Treasurer and Company Secretary would report to the Director of the Charity and have direct oversight for the activities of the Finance and Administration team. They would be responsible for:

- Dealing with all high level issues and operations relating to Finance and Legal matters, including oversight of monthly payroll processes, cash flow management and annual audit process.
- A support resource of the Senior Management Team, for example in playing an active role in supporting the development of the Charity’s work, notably in terms of internationalisation of its activities and fund raising.
- De facto company secretarial duties and secretary to the Board of Trustees.
- Adherence to Charity Commission, Companies Act, The Office of the Regulator of Community Interest Companies, HMRC and other statutory obligations.
- Contributing to the development of the Charity’s strategy.
- Acting as a coach and mentor, as agreed, to the Finance and Administration Manager.

Finance

The Finance team is responsible for providing a high quality accounting function to the Charity ensuring it remains compliant with Financial Regulations. The Finance team currently records and processes over £0.95m (annually) in income and expenditure using Sage Accounting and other accounting tools. In concert with a part-time Bookkeeper and external Auditor, the Treasurer and Company Secretary would oversee the preparation of statutory accounts for the Charity and monthly management accounts and payroll.

Corporate Governance

The Treasurer and Company Secretary would be responsible for providing a company secretarial service to the Board of Trustees. Reporting to the Taskforce Director, they would be expected to provide support for project budgetary forecast, analysis and reporting. As advisor to the Taskforce Director and Trustees, they would be expected to understand the governance requirements of charities, community interest companies and limited companies and work with the Senior Management team to support the decision making process.

Undertake other tasks and duties as directed and required by the Taskforce Director. The role will not be based at the Taskforce offices in London, however there will be a need to travel to the Taskforce office in central London at least once a month (for payroll administration) and very occasionally elsewhere within the UK.

Essential

- CAB qualified accountant
- Extensive knowledge and experience of financial and management accounting
- Good knowledge of PAYE, VAT, other statutory regulations and accounting requirements (SORP, FRS, Companies Act)
- Good knowledge of rules and laws associated with human resources and company secretarial practices
- Ability to fully engage with the Charity's values and behaviours, and be committed to its goals
- IT skills especially as they relate to the presentation of financial data
- Able to communicate effectively at all levels

Desirable

- Successful experience of supporting fundraising in charitable sector
- Successful experience of coaching and mentoring middle managers
- International experience with regard to licensing of intellectual property
- Understanding of mutually based, employee owned organisational arrangements

To express interest in the post, please email a covering letter with a copy of your CV to: jobs@educationandemployers.org by Sunday 21st December 2014/Interviews likely to take place w/c Monday 12th January 2015