



Trustee Role Description – Treasurer

The organisation

Love, Amelia is a registered charity (1182062) offering support to families experiencing poverty and hardship across Tyne & Wear and County Durham. Since 2019, we have been working to create a circular economy whereby we collect donations of new and preloved items and distribute to families who need them most. The families we support are often facing extremely challenging situations such as poverty and unemployment, homelessness, victims of human trafficking and domestic abuse, and hardship related to the rising costs of living. The items we pass on are given with great care and love and since launching in 2019, over 10,000 families in our community have been supported by Love, Amelia. We support children from birth to 16years old to ensure no child goes without.

We strongly believe every child deserves equal opportunities and should have the essential items they need to grow up and thrive in a healthy environment. Responding to the needs of our community is at the heart of what we do. Everything we do at Love, Amelia is designed to support families and ensure children have the essential items they need.

The charity was set up in Amelia's name after she tragically passed away in 2018, minutes after she was born. Her mother founded the charity in her name with the aim of supporting other children in her community. The charity serves as a remarkable example of how an idea and compassionate vision, can transform into an invaluable community asset, providing essential support and becoming a lifeline for thousands of children in need.

Our mission, vision, and values

Our mission:

Relieve poverty and hardship in babies, children and those who care for them by providing essential items, equipment and support to partner organisations and those in need.

Our vision:

Every child has the opportunity to be happy, safe and to thrive.

Our values:

To be compassionate, respectful and act without judgement

Overview of the role

Love Amelia is governed by a board of trustees, who meet quarterly to provide strategic direction, oversight of the charity's work and support to the Chief Executive. We are seeking a trustee treasurer with experience working in an accounting role to join our board of trustees and advise the board on financial matters.

“Trustees are the volunteers who lead charities and decide how they are run. You may have heard them called board members or the board. Trusteeship is a great way of contributing to causes you care about and developing strategic and leadership skills at the same time.”

– Charity Commission for England and Wales.

Key responsibilities of the role

As a member of Love, Amelia trustee board, you will be expected to:

- Liaise with the CEO and auditors as required.
- Advise the board of trustees in respect of the financial matters including position and viability of the organisation.
- Be assured that the financial resources of the organisation meet its present and future needs.
- Support the CEO to ensure appropriate accounting procedures and controls are in place.
- Advise on the financial implication of the organisation's strategic plan.
- Support the CEO in ensuring the organisation has an appropriate investment policy.
- Monitor the organisations spending and ensuring it is consistent with the organisations policies and legal responsibilities.

- Support the CEO and board of trustees in ensuring accounts are prepared in the form prescribed and submitted to the relevant statutory bodies.
- Support the CEO and board of trustees in ensuring that the accounts are audited in the manner prescribed, and any recommendations of the auditors are implemented.
- Contribute to the fundraising strategy of the organisation.
- Attending regular board meetings

Person specification

- Financial qualification and have experience working in an accounting role.
- Experience of charity finance and fundraising.
- Hold the skills required to analyse and interpret financial information.
- A willingness to give financial advice and answer enquiries from CEO and trustees.
- Be a parent or caregiver.

How to apply

To apply for the treasurer trustee role with Love, Amelia please send a CV and cover letter highlighting why you would like to join the board of trustees and how you meet the requirements of the role. Please email to steph@loveamelia.org.uk or post to Steph Capewell, 3 Glaholm Road, Sunderland, SR1 2NX.

Please ensure your application reaches us by end of day on 1st October 2023. Applications will be considered by the board of trustees at the next board meeting which will take place in October.

All trustees are required to have a Disclosure and Barring (DBS) check carried out by Love, Amelia. You must not act as a trustee if you are disqualified under the Charities Act.

Love, Amelia is passionate about promoting equality and strives to create an inclusive team culture which is reflective of the diverse community we serve. We are committed to making our recruitment process and roles accessible. We encourage applications from people from a broad range of backgrounds and circumstances, including those who are underrepresented, or have lived experience of the challenges facing families we support.

Contact

Please contact Steph Capewell if you have any questions regarding this role via steph@loveamelia.org.uk