



## Treasurer of Phab Nottingham – Request for Applications

### About Phab Nottingham

Started in 2012, Phab Nottingham is a small charity based in Nottingham that organises fun activities, days out and residential trips for children and young adults with disabilities from the Nottingham area (our “Members”). Our vision is to achieve a community in Nottingham in which those with disabilities are able to achieve complete and equal inclusion. We work towards this by giving our Members opportunities to have experiences that they may not otherwise have the chance to do (whether that be for financial, logistical or other reasons). In the past we have run numerous events including trips to a fully accessible outdoor adventure centre, Alton Towers theme park and run sessions with Electric Umbrella (the world’s leading inclusive music community). We provide ~2000 care hours to our Members per year. During the COVID-19 pandemic we extended our services to run virtual events.

We support our Members (who number ~100) by partnering them with trained volunteers on a 1:1 basis who help them to fulfil their potential, whilst supporting them with those things that they may be less able to do. Our Members are primarily children between the ages of 13-18. We help them to build their independence, confidence and self-esteem in order to support their transition to adulthood. In doing so, we also provide their parents/carers with much needed respite, whilst equipping the wider community with the knowledge and skills to support those with disabilities.

The Charity is run by a Board of Trustees (currently 7) who oversee the work of the Management Committee (12). We are affiliated to [Phab England](#), who provide the charity with a small degree of financial support, though we operate entirely independently. We also work very closely with the University of Nottingham, which hosts a Students’ Union society that organises the majority of Phab Nottingham’s activities and constitutes the majority of its volunteer base (~100). We are financially supported by several grants, recently including BBC Children in Need and the National Lottery Fund, contributing to an annual income of £50K in FY19. You can find more details in our Annual Accounts [here](#). We pride ourselves on the fact that >90% of our funds go directly to frontline spend, with all our staff operating on an entirely voluntary basis.

If you’d like to see some photos from recent events or to find out more about the charity then please feel free to take a look at our [website](#).

### Role Specification

We are seeking a Treasurer that, first and foremost, shares our passion for Phab Nottingham’s vision and is keen to furthering it. Beyond that, we are looking for a candidate with the skills and experience to help us continue to expand the Charity’s reach and maximize its impact. Being a small charity with no paid staff, we believe it is important for Trustees to get “stuck in” in order to stay connected with the grassroots of the charity. Candidates should of course be able to fulfil the [statutory obligations](#) of a Trustee including:

In particular, we are looking for someone to:

- Oversee, approve and present budgets, accounts and financial statements;
- Prepare annual accounts in collaboration with a third-party accountant;
- Ensure that appropriate accounting procedures and financial controls are in place;



- Ensure that the financial resources of the organisation meet its present and future needs, and advise on the Charity's reserve policy accordingly; and
- Keep the Board informed about its financial duties and responsibilities.

Candidates should of course also be able to fulfil the [statutory obligations](#) of a Trustee including:

- Ensuring the Charity is carrying out its purposes for the public benefit;
- Complying with the Charity's governing document and the law;
- Acting with the Charity's best interests;
- Managing the Charity's resources responsibly;
- Acting with reasonable care and skill; and
- Ensuring the Charity is accountable.

### **Person Specification**

Candidates should have a strong understanding of or proficiency in financial reporting processes i.e. preparing accounts for small businesses/charities through professional experience in bookkeeping, relevant academic qualifications or management/financial accounting. Experience using Xero accounting software is highly desirable.

### **Terms of Appointment**

This role, like all others at Phab Nottingham, is unremunerated, but reasonable travel expenses will be reimbursed. All Trustees are volunteers and fulfil their roles alongside full-time jobs so we endeavour to keep the time commitment to a manageable level and easy to flex around work commitments. Currently the Board meets in-person quarterly for ~4 hours at various locations in Greater London, with Board members expected to join one sub-Committee which typically meets (virtually) on a monthly basis for up to 1 hour. Outside of these meetings, the time commitment is approximately 1 hour per week on average; though varies throughout the year. Trustees are also expected to attend one event in Nottingham per year. The appointment is for an indefinite period, though we would ask candidates to only apply if they intend to remain for at least a two-year period. We are looking for a candidate who is able to assume the role as soon as possible.

### **Process**

The selection process is being run in-house by Phab Nottingham. Please send a CV together with a cover letter of no more than one page outlining your motivation for applying for the role and the value you believe you will bring to the Board. Please send your application to [trusteeapplications@phabnottingham.co.uk](mailto:trusteeapplications@phabnottingham.co.uk). The Trustees will review applications (CV and Cover Letter) on an ongoing basis, and schedule two follow-up interviews as required via video call. We will aim to provide feedback to all candidates within 2 weeks of application. All successful candidates will be required to complete an enhanced DBS check in-line with the Charity's policies.