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Application Pack

ACE Treasurer (Trustee)
ACE (Action in Caerau and Ely)



Registered in Wales and England No. 7623914
Registered Charity No. 1150422



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Overview of the role and the organisation

Position: ACE Trustee (with particular expertise in finance management)

Location: Ely & Caerau, West Cardiff

Role details

Description: ACE is looking for a trustee with experience and expertise in finance management and oversight, to join our board of 9 committed volunteers. The applicant we appoint will share ACE's values and principles (see below) and will want to use their skills to help local people build their community and seek equality and social justice. They will have experience in accountancy, finance management, business development or similar. They will work with the ACE Director, Finance Officer and other board members to review ACE's accounts and to support financial planning for future community projects and social enterprise developments, and for the charity generally.

Location: Our Place Dusty Forge, Ely, Cardiff

Please note, this is a voluntary, unpaid role.

Core timings: The ACE board meet monthly at 5:30 to 7:00 pm on a weekday evening. The finance committee meet monthly at 5.15pm on a Wednesday. However, meeting times can potentially be adjusted to suit if necessary. All meetings take place at Our Place Dusty Forge, Ely, Cardiff.

Introduction and context

ACE – Action in Caerau and Ely is a community organisation located in West Cardiff. Local people from Ely and Caerau are active throughout the organisation as participants, volunteers, beneficiaries, staff and trustees. We manage two community buildings and a community garden, and deliver a range of projects and services that meet local needs, including:

- Community Support including crisis support, financial capability and practical support
- Community Learning, personal development and employability / in-work progression
- Health & Wellbeing work including social prescribing and community health development
- Work with Children, Young People and Families
- Community-led approaches, including participation, community voice and ownership
- Heritage, Arts and Culture projects
- Social enterprise and local economic development

We work with communities to achieve lasting positive change for an equal and just Cardiff by:

- Mobilising local people behind a shared vision
- Co-producing projects and services that make use of assets and meet needs
- Driving positive social change, making our communities fairer and more inclusive
- Securing income and maximising community assets for sustainability and community resilience

- Working closely with private, public and third sector organisations to secure the benefits of their resources for our communities

These commitments lead us to take an approach based on co-production and asset based community development principles. This means we work with local people as full participants in the design and delivery of services and activities. We experience and treat our community not primarily as a problem needing solving but as a vibrant network of communities that have many assets and opportunities that have been undervalued and ignored – these include skills, knowledge, experience, social networks, good will, time, buildings, land, resources, culture and heritage.

Our approach to co-production and community involvement

We base our work on the following principles:

- Local people know their community best
- Everyone has something unique to contribute
- Everyone's contribution should be valued equally
- Poverty should not be accepted as a fact of life
- Social injustice should be challenged and changed

For more information please contact:

Email: info@aceplace.org

Telephone no: 02920 003132

Address: Our Place Dusty Forge, 460 Cowbridge Road West, Ely, CF5 5BZ

Or visit our website www.aceplace.org

Role and Responsibilities

Role: ACE Treasurer

Hours: As a minimum, attendance at monthly ACE board meetings and monthly finance subcommittee meetings. Opportunities exist for additional involvement in a range of areas (project design/planning, strategic development, policy review/development etc.).

Remuneration: Voluntary/unpaid role (volunteer expenses will be paid)

Base: Our Place Dusty Forge, Ely, Cardiff

Context

The Charity Commission and funders expect an organisation of our size and complexity to have designated Treasurer - a trustee with particular responsibilities for co-ordinating the Board's oversight of the charity's financial affairs. ACE's annual turnover is circa £1.4m annually, we have 40 staff members which are made up of full time and part time roles, and deliver 24 funded projects.

The role of the Treasurer:

The job is *not* to manage our finances or even to have an overall knowledge and understanding of them (we have very effective staff for that). It is to:

- lead the ACE Finance Committee and encourage members to take an active role in the oversight of the charity's finances
- ensure that all important financial information and developments are communicated to the ACE Board
- help the trustees to meet their shared legal duties and their responsibilities for safeguarding the assets of the charity and maintaining good practice (ACE holds an annual induction/training session to draw attention to these which all trustees are expected to take part in.)

The Treasurer's duties will include:

1. Working with the Director to ensure that as far as possible there are regular monthly meetings of the Finance Committee attended by relevant staff and at least three trustees.
2. Ensuring that Finance Committee meetings follow an agenda covering:
 - matters arising from the previous meeting
 - reports on the current bank balances, banking activity and credit control issues
 - the current management accounts, including progress with income generation
 - periodic topics as appropriate including:
 - end of year accounts
 - progress with, and outcomes, of the annual audit
 - budget planning for the forthcoming year
 - reserves, banking policy, insurances, policies and procedures, and associated issues
 - the financial context of proposed staff appointments and redundancies, and major expenditure items.

- other relevant matters raised by the Committee members.
3. Leading discussions at Committee meetings, and encourage members to engage with the above issues, with the aims of:
 - checking that all financial policies and procedures are being properly followed, and risks are being evaluated
 - checking that information is available in a form which trustees can understand
 - highlighting financial problems and opportunities
 4. Identifying with other Committee members what information to report to the full Board, and any particular recommendations for decisions and/or further discussion which should be referred to the Board.
 5. Working with the Finance Officer to prepare a report to the Board.
 6. Presenting the Finance Committee report to the Board, and ensuring that any exceptional financial matters affecting the charity and its operations are promptly brought to the Board's attention.
 7. Liaising with the Director between Finance Committee meetings on any significant issues arising and offer advice where requested.

Other

- Abide by the code of conduct for trustees
- Attend occasional training and development sessions and events when offered
- Ensure you are aware of, and accept responsibility for, your legal responsibilities as a trustee
- Work in accordance with ACE's values and co-production approaches
- Work within and promote all of ACE's policies and procedures
- Promote the work of the organisation where opportunities arise

Please note, all board members will be the subject of Disclosure and Barring Service (DBS) checks, (formerly known as Criminal Records Bureau checks). These will be carried out by ACE.

This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and ACE may vary duties from time to time. This job description is subject to regular review.

Application Procedure

To apply: Submit a CV and personal statement using the contact details below.

Please note: The subject heading of the email should contain the words 'Trustee Application'

Closing date: 14th June 2024.

Interview date: To be confirmed

Contact:

Email: info@aceplace.org

Telephone no: 02920 003132

Address: Our Place Dusty Forge, 460 Cowbridge Road West, Ely, CF5 5BZ

Or visit our website www.aceplace.org