



Honorary Treasurer Information for Candidates

The role of our Honorary Treasurer is to lead the financial governance of the Association.

About ADCH

The Association of Dogs and Cats Homes (ADCH) is the leading representative charity for dog and cat rescue and rehoming organisations across 8 jurisdictions in the British Isles. It operates across England, Republic of Ireland, Northern Ireland, Scotland, Wales, Isle of Man, Jersey and Guernsey. The ADCH promotes best practice in animal welfare for dogs and cats.

The ADCH has a superb ethos of people and charities working together to help one another for the benefit of dogs and cats. The membership has been growing rapidly, currently with over 150 member organisations and a further 20 awaiting assessment before being considered for membership (against under 100 members in 2012). Members encompass charities of all sizes, from the smallest to the largest, plus some Individual members, and so the number of people potentially involved measures many thousands.

The ADCH also hosts the UK's only animal welfare Annual Conference and hence attracts attention and engagement from a wide variety of organisations within the animal welfare sector UK-wide and from the UK and Ireland as well as overseas. The ADCH Annual Conference attracts over 500 people each day, and our quarterly Open Meetings (currently under review) connect 100 members and corporate supporters. In addition, we run a wide variety of other meetings and training events during the year.

The ADCH is a Charitable Incorporated Organisation registered in England and Wales (No.1180574), run by a volunteer Board of Trustees largely drawn from the membership. We operate with 3 paid staff (roles currently under review): Association Manager, Member and Administration Manager and Memberships Officer (P/T). The ADCH has 5 main Committees/Working Groups which handle most of the Association's work:

- Member Engagement Committee
- Standards and Animal Welfare Committee
- Legislative Committee
- Finance, Governance and Risk Committee, and
- IT Working Group.

All of these have delivered exciting progress consistently over recent years. Further details are available on the ADCH website (<https://adch.org.uk/>) and in the Strategy and Annual Report and Accounts documents. A copy of our [Privacy Policy](#) and [Safeguarding Policy](#) are also available.



About the Role

The Treasurer will be expected to play a leading role in the work of the Board of Trustees of the Association. The post-holder works closely with and supervises the Volunteer Book-keeper. We are open to also recruiting an Assistant Treasurer (Projects) as the third member of the finance team if the team would find this helpful.

All aspects of the Association's governance are being professionalised and, while there has been much progress, a significant amount of development work needs to be done.

The Treasurer is a Trustee and so this Role Description should be read in conjunction with the [Trustee Role Description](#).

The former Treasurer decided to resign on taking employment no longer in the animal welfare sector but is still happy to provide an effective and smooth handover. We did appoint a new role holder but after a short while personal circumstances meant that he needed to move overseas and so was no longer able to take on the role.

Remuneration

The role is unpaid. Expenses for travel may be claimed if not covered by the individual's employer.

Location

Within the area covered by the Association – the UK and Ireland.

Time Commitment

The Treasurer will allocate their time to their responsibilities, but an indication of time commitment would be:

- Board meetings, currently 5-6 each year, one of which is an Away Day;
- Finance, Governance and Risk Committee meetings, currently 4 each year;
- AGM and Annual Conference and (currently) 3 Open Meetings each year (open to change as more move online);
- Two hours per week for most of the year, peaking at up to six hours per week for annual accounts and budget preparation in Q1 and Q4 respectively; and
- With the recent improvements in systems, particularly the introduction of QuickBooks, the former Treasurer says: "*I would anticipate the time commitment will reduce.*"



Our Vision

Where dogs and cats are free from abuse, neglect and abandonment, and where people recognise the joy that giving a rescue animal a second chance of a happy life and a new home can bring.

Our Mission

To improve the lives of dogs and cats by creating a welfare sector that rescues and rehomes to high standards, giving every lost, abandoned and unwanted dog and cat the care they deserve and the chance of a happy life.

Our Values

The ADCH is committed to being:

- COLLABORATIVE - Sharing knowledge for excellence
- RESPECTFUL - Of animals and people
- INCLUSIVE - Together for dogs, cats and people too
- SUPPORTIVE - Helping Members to grow and develop
- PROACTIVE - Tackling issues, facilitating solutions



HONORARY TREASURER Role Description

Key Responsibilities

On behalf of the board of Trustees and in accordance with the Articles of Association:

1. To oversee all financial aspects of the Association to ensure its short and long-term viability.
2. To assist the Chair and other honorary officers in ensuring that the Board of Trustees fulfils its responsibilities for the proper financial governance of the Association.

The post will work in partnership and with the guidance of the Chair, and in partnership with the Officers, Trustees and Members of the Association

Duties and Tasks to Fulfil the Key Responsibilities

1. On behalf of the board of Trustees to oversee all financial affairs of the Association to ensure its short and long-term viability.

- To be a key contributor to the Finance, Governance and Risk Committee and ensure that the executive staff provide regular reports providing the Treasurer and other committee members with all the necessary information to fulfil their responsibilities;
- To ensure that the Association operates within the financial guidelines set out by current legislation, the Charity Commission, the Association's Constitution and the Board;
- To ensure that the Association has adequate systems in place for financial and internal controls and that these are monitored and reviewed regularly;
- To lead on risk management and bring to the attention of the board any financial and other risks facing the Association that the Chair and/or others have not already reported to the Board;
- To ensure that the Association's financial resources are sufficient to meet its current and future needs, to advise the board on the Association's reserves policy, and to ensure that the policy is reviewed and monitored regularly;
- To prepare the proposed annual budget and advise and guide the board accordingly;
- To prepare monthly management accounts, performance against budget, trading performance etc, and to advise the board accordingly;
- To prepare cash forecasts, scrutinise and evaluate the Association's cash flow position, and to inform the board of any concerns;



- To ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given;
- To ensure that the Association has systems in place to maximise all income streams and to claim all available tax benefits;
- To ensure that the Trustee Board meets the external auditor once a year; this may happen at the request of either the Board, the Treasurer or the auditor;
- To review all income streams in line with expenditure including regular reviews of membership and sponsorship fees.

2. To assist the Chair and other honorary officers in ensuring that the Board of Trustees fulfils its responsibilities for the proper financial governance of the Association.

- To ensure that the Association has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies and other assets and ensure that monies are invested or held to the maximum benefit for the Association, within the constraints of the law and ethical and other policies laid down by the Board;
- To ensure that the income and assets of the Association are properly applied for the Objects of the Association and the Purposes set out in the governing document and for no other purpose;
- To keep the Board informed of its financial duties and responsibilities;
- To advise the Board on the financial implications and operational risks from Board decisions – especially the Board's strategic and policy decisions;
- To advise the Board on the financial strategy for the Association and to review and monitor financial strategy on behalf of the Board;
- In consultation with the Chair, to advise the Board on changes in compliance and regulatory requirements to allow the Board to fulfil its legal and statutory responsibilities;
- To work with the Chair and Secretary to ensure that the financial information is both accurate and presented in such a way that facilitates good financial governance;
- To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the Association's good name and reputation etc are properly valued, utilised and safeguarded.



Honorary Treasurer Person Specification – key skills

- Qualified Accountant.
- Senior financial experience, including an understanding of financial documents, management accounting, e-banking, relevant software packages and the principles of GDPR.
- Understanding of fundamental financial and corporate governance principles and practices.

And ideally, over time:

- Understanding of fundamental charity governance principles and practices.
- An understanding of the ADCH, its structure and operation and key issues facing its members.