

**Job description for the post of Treasurer (voluntary post)**

**Salford Credit Union**

Salford Credit Union is a successful financial organisation, providing accessible savings and affordable loans to our members, the people who live and work in Salford. We have been providing ethical services for over 30 years, supporting our members to develop good financial management and avoid loan sharks and unaffordable credit providers. Like all credit unions in the UK we are a mutual cooperative, owned and run by members.

Salford Credit Union is governed by a board on behalf of our members. As treasurer you will sit on the board as well as working closely with the chief executive and staff team, to ensure Salford Credit Union is financially robust and compliant and well positioned to develop fair and competitive financial services.

This is an exciting time to join the team and use your skills to meet the challenges ahead and contribute to the development of Salford Credit Union.

The post of treasurer is voluntary.

**The role of Treasurer**

Salford Credit Union employs a finance manager who deals with day to day financial management. The role of treasurer is an advisory one, providing an overview of the management and reporting of the credit union’s finances as follows –

* Responsible for reporting to the Board of Directors and AGM, the financial position of the Credit Union.
* Oversee and ensure the preparation of the monthly, quarterly and annual returns to the Financial Services Authority.
* Assist in the preparation of budgets and monitor expenditure through monthly meetings with the chief executive and/or the finance manager
* Have an awareness of all Salford Credit Union financial policies and procedures

**What we need from you**

* An understanding of credit unions / mutuals or an interest in developing this knowledge – training will be provided as part of this role
* Accounting and finance skills evidenced through recent experience and appropriate qualifications
* Communication skills including leading discussions, presenting information, and using your expertise to constructively challenge when needed
* Time to invest in carrying out this role

**All candidates must be either a current member of Salford Credit Union or willing to become a member. In practice that means that all candidates must live or work in Salford or be a member of Unite or Unison North West.**

As treasurer you will be a director, sitting on the board. The board is collectively responsible for setting policy, developing the credit union’s strategic plan, and ensuring that the credit union is compliant with regulatory and legislative rules.

All board members share the following responsibilities -

* Checking that the credit union pursues its objects as defined in its rules
* To ensure the credit union uses its resources exclusively to achieve its objects
* To contribute actively to the board role in giving firm strategic direction to the credit union, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets
* To safeguard the good name and values of the credit union.
* To ensure the effective and efficient administration and financial stability of the credit union
* To appoint the chief executive officer to affect the day to day operation of the credit union and monitor her/his performance
* To attend the majority of board meetings
* To complete any training needed to carry out this role

**What to do next**

Please complete an application form and email this along with your CV to Miranda Clarke at [scudirector@gmail.com](mailto:scudirector@gmail.com)

The closing date for applications is Friday 24 July 2020

If you would like to discuss the role please get in touch with Miranda on the email above, we are very happy to answer any questions that you have.