



**iwa**

Treasurer Recruitment Pack

# The Institute of Welsh Affairs

Do you want to help build a better Wales for the future?

The Trustees of the Institute of Welsh Affairs (IWA) are excited to be looking for a new Treasurer to join our Board.

## About the IWA

The Institute of Welsh Affairs is a registered charity (1078435) and limited company (02151006) with cross-party governance. We are funded by our members, our own income-generating activities, and trusts, foundations and other institutional donors. We are an independent, non-partisan think tank, and we bring together experience and expertise from all backgrounds to collaborate on the most important issues facing Wales

Our Vision is to help create a Wales where everyone can flourish.

Our Mission is to inspire Wales' ambition: we work to support better policy making and better economic and democratic outcomes for the people of Wales.

We do this by:

- Providing open, informed and welcoming spaces for people to exchange ideas and contribute to high quality public debate.
- Supporting and empowering people to understand how Wales is governed and to challenge and hold governments and decision makers to account.
- Creating new progressive and ambitious ideas and secure commitments to implementing them so that together we can develop a successful, green and fair economy, and a healthy, confident and inclusive democracy.

## Shorthand Mission

1

We are the IWA: Inspiring Wales' Ambition.

2

We seek better policy and better outcomes.

3

We convene across boundaries, challenge power and create new ideas.



# Our Values

Our Values underpin our work and shape how we interact with others:

## Independent

We are independent of government and political parties

## Integrity

We are committed to being open, honest and fair

## Inclusive

We work for everyone in Wales and engage anyone who thinks and cares about Wales

## Innovative

We work creatively to come up with better ways of doing things

## Informed

We are evidence-informed, coming up with practical ideas that work



# The Role of Treasurer

We are looking for a new Treasurer to join our Board of Trustees. The role, which also chairs our Finance & General Purposes sub-committee, will help the IWA Executive Team and the Finance Officer by overseeing the financial work and position of our charity, whilst contributing and supporting the overall strategic direction of the organisation.

The treasurer will maintain effective governance of the organisation's affairs, ensuring its financial viability and ensuring that proper financial processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

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## Key Responsibilities



### Strategic

- To assist and advise in the formation of the IWA's strategy with particular regard to ensuring that the Charity has the resources to deliver the strategy
- To act as Chair of the Finance & General Purposes sub-committee, which meets four times per year
- To actively participate in quarterly IWA Board meetings.



## Financial

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all relevant legislation
- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission and Companies House
- To recommend to the Board appropriate accounting procedures, controls and policies
- To oversee the appointment of external auditors and review on a regular basis
- To work in close partnership with the Co-Directors and Finance Officer in executing their responsibilities and achieving their goals
- To ensure that the IWA has appropriate policies for investments and reserves
- To advise the Board on the financial implications of the IWA's strategic plans and decisions
- To ensure that all equipment and assets are adequately maintained, insured and accounted for
- To ensure the charity complies with all relevant financial regulations
- To manage financial risk including liquidity and interest rates
- Such other tasks and duties as may from time to time be required.

# Trustee Roles and Responsibilities



Each Trustee should use any specific skills, knowledge and experience they have to help the IWA Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board or the executive team on new initiatives, or other issues, to the area of the IWA's work in which the Trustee has special expertise.

In addition to the responsibilities outlined above, the Treasurer as a Trustee has the following general responsibilities:

- Contribute actively to the Board's role in giving strategic direction to the charity, setting overall direction and policy, setting targets and evaluating performance against agreed targets
- Ensure the financial stability of the organisation and the proper investment of the IWA's funds
- Ensure the IWA applies its resources exclusively in pursuing its objectives
- Ensure the effective and efficient administration of the IWA
- Safeguard the reputation and values of the IWA
- Declare any conflict of interest while carrying out the duties of a Trustee
- Be collectively responsible for the actions of the IWA and its Trustees
- Participate in other tasks as arise from time to time, such as interviewing new staff, conducting exit interviews or helping with fundraising
- Attend meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting
- Keep informed about the activities of the charity and wider issues which affect its work
- Help to raise funds to improve the IWA's financial position.

# Treasurer Person Specification



- Commitment to the charitable objectives and the values of the IWA
- Financial qualifications and senior experience, preferably as a qualified accountant or CFO
- Ability to attend and take active part in meetings
- Strategic vision
- Good, independent judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a charity Trustee
- Ability to work effectively as part of a team
- Experience of charity finance and fundraising
- Ability to analyse proposals and strategic plans and evaluating their financial needs and consequences
- Strong decision maker with ability to persuade and make unpopular recommendations to the Board and the senior management team
- Exhibit strong interpersonal and relationship- and network-building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including attending events out of office hours a few times a year in addition to Board meetings and very occasional travel
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.

# Further Information



## Term

Board members serve a four-year term and then become eligible for reappointment for one additional term.

## Remuneration

Trustee positions are unpaid. However, all out of pocket expenses incurred in undertaking Board business can be fully reimbursed.

## Location

The IWA is based in Cardiff, where most of our in-person meetings take place. We support Board members to join meetings virtually when they are unable to attend in person.

## Time commitment

We expect Trustees to attend a minimum of 4 x 2-hour Board meetings per year (requiring a maximum of 2 hours preparation each). In addition, the Treasurer chairs the Finance & General Purposes sub-committee which meets for quarterly 2-hour meetings, approximately two weeks before each Board meeting.

## Application

Please submit your CV and a cover letter (no more than two A4 pages each) outlining how you meet the requirements of the job description to [info@iwa.org.uk](mailto:info@iwa.org.uk) by 5pm on Friday, 1st November 2024.

For an informal and confidential discussion about the role with our Chair, please get in touch on [info@iwa.org.uk](mailto:info@iwa.org.uk) to arrange a call.





# Contact Us



**iwa**

If you want to find out more about our work or if you would like to discuss your application with us, you can reach us online or find us in sbarc|spark, Cardiff.



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