



Merseyside Youth Association: Treasurer brief

About Us:

Merseyside Youth Association provides innovative support and opportunities for young people across Merseyside. By placing young people central to everything we do, we enable them to have choice and agency in their lives.

Since 1890 we've been creating real, wide-reaching change that ensures young people are better equipped to shape their futures and become world and work ready.

Through a range of dynamic, caring, high quality interventions we make every journey personal, so each interaction (big or small) ripples out beyond the individual and has impact on their community and wider society.

From employability programmes to creative arts projects, we create life-changing opportunities and transitions, celebrating and recognising the small outcomes as well as the big ones.

Our work equips young people with the skills needed throughout their lives. Our projects are intended to instil pride, belief, hope, independence, and resilience so they can learn, adapt and thrive.

Designed to grow young peoples' skills, aspirations, motivation, resilience and belonging, our interventions use a responsive, whole-person approach.

This is demonstrated through delivery of ground-breaking programmes that have been regionally and nationally recognised.

Financial context:

Merseyside Youth Association Ltd is one of the region's largest children and young people's charities, outside of the big "Nationals".

We have an annual income of approximately £3.7 million.

We have 16 operational projects and over 100 staff.

Our finance team consists of Kim Kearns, our Head of Support Services (who manages the team, including; HR/Health & Safety, Finance, Reception & Facilities, I/T Communications as well as the CEO Exec Assistant), Jenny Freeman, Finance Officer who oversees the full running of the Office and Lorraine Gorst, Finance

Administrator who supports in the efficient operation of the office and the services/support provided.

We also have an external payroll Bureau, SB&P who process our monthly payroll as directed by our HR Officer, Diane Pattison who produces all monthly payroll information as well as salary/pension/redundancy data to support full budget setting process.

We have an external accountant, Geraldine Sloan, who completes monthly management accounts and company totals. She also supports our budget and cashflow setting process as well as completion of year end accounts.

She has regular contact with the team and attends the office 1 day per month.

Our external auditor is Collins & Co who carry out a full audit against our annual accounts and Financial Systems and Procedures.

Various funders also undertake audits from time to time.

Financial Systems:

We utilise:

- SAGE Cloud 50
- Planergy – PO systems and expenditure control

Our accountant produces Monthly Management accounts for each project extracting data from Sage Line 50.

Quality Assurance:

External quality assurance awards include:

- ISO 9001:2015
- Investors in People (Gold)
- IAG Matrix
- NHS DSPT Compliance
- Ofsted

Regular tasks for the treasurer:

Monthly:

- Receive and assess monthly cost centre accounts/account summary
- Performance of management accounts against budgets
- Reserves and cashflow
- Send Comments / queries to Head of Support Services
- Consider responses and make recommendations if appropriate

6 weekly:

- Verbal report to the Board (Board meetings are usually 2/2.5 hrs in duration)

Quarterly:

- Review quarterly financial management report from Accountant
- Meet with Head of Support Services and CEO to discuss accounts and overarching direction (2-3 hrs)
- Report into respective Board meetings with written briefing aligned to quarterly position

Annually:

- Meeting with Head of Support Services, CEO and accountant to review and discuss end of year results and instruct Accountant on respective transfers (half day)
- Receive and review annual draft accounts and present to Board for approval prior to submitting for audit
- Review audit feedback and meet with auditors, accountant, Head of Support Services for audit 'clearance' meeting
- Support submission of audit information to Board ie; audit 'letter of weaknesses', Letter of Representation and any recommendations.
- Support the submission of budget/cashflow to Board
- Support the completion of the financial section of the Trustee Accounts report

Miscellaneous

- Discussing issues and queries with CEO and Head of Support Services via telephone and email.

Previous Treasurers, estimated that, on average, time commitment to this role was approximately **3 hrs per week**.

It would also be useful, as part of the Treasurer's induction, to spend some time with MYA's finance team, to familiarise with our systems and procedures.

What's in it for you?

You will be part of a friendly and dynamic group of people committed to making a difference to the Merseyside Community.

Your work will support the financial stability of a charity that changes the lives of so many young people in our region.

Meetings are usually over lunch time, and lunch will be provided.

You will be invited as a VIP to our annual young people's events such as the NOW Festival and the SPACE pantomime.

So, be the change you want to see and join our team of changemakers.