



The Worshipful Company of Educators



The Educators' Trust

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THE EDUCATORS' TRUST

HONORARY TREASURER

The Trust of the Worshipful Company of Educators

The Trust was registered with the Charity Commission as a Charitable Incorporated Institution (CIO) in 2018 and its name became **The Educators Trust (CIO)**. A CIO is a legal entity with separate legal personality and limited liability.

The affairs of the CIO are managed by the charity trustees of which there must be a minimum of three and a maximum of twelve. The only persons eligible to be members of the CIO are its charity trustees. Trustees, apart from the first three foundation trustees, must be appointed by the trustees, having regard to their skills, knowledge, and experience. The charity trustees appoint a chairman from among their number. (CIO Constitution, CC)

The Trust's office holders are The Chairman, the Honorary Secretary, the Honorary Treasurer, the Web Manager and the Trust Adviser.

The Trust fund is very modest by livery company standards and the budget is not complex.

Position and Relations:

The Honorary Treasurer is a post-holder of the Trust, accountable to the Trust Chairman and Trustees and reports directly to the Trust Chairman. The Treasurer also works closely with the Honorary Secretary. The Treasurer convenes the Finance and Fund-Raising Oversight Group of trustees. After three months, the Treasurer is also invited to hold a trusteeship for the duration of their appointment.

In summary, the role of the Honorary Treasurer is to:

- Monitor the financial administration of the charity and report to the Board of Trustees;
- Act as a counter-signatory on documents pertaining to the financial business of the charity;
- Liaise with any external financial investment companies, currently Cazenove Capital;
- Liaise with internal and external auditors and the Charity Commission
- Contribute to the Board strategy for increasing funds.

The Honorary Treasurer's duties include:

- overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees;

- reporting to each Board meeting on the actual income and expenditure of the Trust in comparison to the budget;
- monitoring financial controls and systems, and ensuring that proper accounting records are kept
- liaising with the investment company, Cazenove Capital, and reporting performance to Board meetings;
- monitoring financial controls and systems;
- acting as a counter-signatory on financially relevant documents;
- tracking the annual amount of donations made to the trust fund and providing a report on performance compared to the previous year;
- making annually the claim to HMRC for Gift Aid on donations received
- contributing to and advising on the financial implications of the charity's strategic plan.

Administration:

The Educators' Trust has no employees. However, it does make an annual payment to the Company for events management support services performed by the Company Clerk

The Company Clerk

- arranges appropriate insurance cover for the Trust, via the Company's insurance policies;
- provides the Educators' office as a base including storage, ad hoc work location, and meeting venue when required;
- provides the required events management support for the annual Awards Dinners (part of the Company's annual Election Dinner)
- receives the inscribed crystal plaques for award winners ordered by the Trust from suppliers and ensures they are securely held until they are distributed;
- supports the Trust with administration and venue bookings for the Trust Summer Event in June each year;
- Attends Trustee meetings, contributing to the meeting as necessary, and takes follow-up action afterwards.

Person Specification:

You do not need to have accountancy qualifications; however, you should be able to demonstrate the following skills and experience:

- Experience of financial oversight and reporting of budgets;
- An understanding of the financial reporting requirements for a charity;
- An appreciation of the principles of risk management;
- An ability to communicate financial information in a clear and effective manner in writing and in person;
- A familiarity with the responsibilities of charity governance;
- A commitment to help the Trust deliver on its ambitions to grow the fund for educational charity work;
- A willingness to act as an ambassador for the Trust both within the Company of Educators and externally.