**Job Description**

|  |  |
| --- | --- |
| **Job Title:**  | **Treasurer**  |
| **Reporting to:** | Chair of the HQIP Board of Trustees |
| **Works Closely with** | Chair of the HQIP Board of TrusteesBoard of TrusteesChief Executive OfficerExecutive Leadership team |
| **Remuneration** | * Unremunerated.
* Expenses in line with HQIP expenses policy
 |
| **Length of Appointment** | 3 year term initially, renewable for one further 3 year term  |
| **Time Commitment**  | Annual time commitment estimated as <40 hours per annum (meetings take place during office hours):* Attendance at 4 Trustee meetings (4 x 3 hours, 1 face to face each year)
* Pre Board meetings to review finances
* Attendance at 1 Board development event (3 hours)
* Preparation and reading of papers (4 x 2 hours)
* Other including AGM and training (10 hours)
 |

**About us**

**About us**

The Healthcare Quality Improvement Partnership (HQIP) is a consortium of the Academy of Medical Royal Colleges, the Royal College of Nursing and National Voices. The vision is that HQIP will be a major force in professionally led quality improvement in healthcare in the UK.

The major area of work is the commissioning, management and development of the national clinical audit and patient outcomes programme which we undertake on behalf of NHS England (approximately £13M per annum). HQIP also hosts the National Joint Registry and has an ambitious new business development ethos. We currently have 35 staff and an annual turnover of approx. £22M.

**Our vision**

HQIP aims to improve health outcomes by enabling those who commission, deliver and receive healthcare to measure and improve our healthcare services.

Our vision can only be achieved through the support of an active board of trustees whose primary role is the strategic governance of HQIP. Trustees assist in developing the overall strategic direction of the partnership, and oversee the governance and probity of the organisation.

**Our values**

HQIP is a charity and a company limited by guarantee. It is an independent organisation working in partnership with patients and healthcare professionals, to influence and improve healthcare practice at all levels. We seek to be open and accountable and pledge to listen, learn and respond as part of an ongoing cycle of improvement.

Further information is at <http://www.hqip.org.uk/>

**Purpose of the position**

**Our Strategy**

The current key areas of strategic focus are:

* Commissioning, managing and developing the national clinical audit programme  in England and Wales
* Improving quality improvement expertise through training and resources
* Building clinical audit and related programmes data and insight into commissioning, regulation and revalidation processes
* Influencing policy around quality improvement
* Developing new business streams in line with the underpinning strategy
* Keeping the patient voice in the programmes we deliver and commission
* Ensuring an effective well run HQIP with meaningful KPIs

**Purpose of the position**

Led by the Chair of the HQIP Board of Trustees, trustees have independent oversight and legal responsibility for HQIP’s management, governance and administration. Trustees will be representatives of HQIP and be key drivers for the organisation to ensure the realisation of its aims and objectives in line with its vision and values for the benefit of HQIP’s stakeholders, staff and funders. The Charity Commission sets out that “Trustees have overall control of a charity and are responsible for ensuring it is carrying out the purposes for which it is set up, and no other purpose.” (Charity Commission, “Charity trustee: what’s involved (CC3a)):

* Ensure HQIP is carrying out its purposes for the public benefit by demonstrating actions in line with its charitable purpose and by being able to clearly explain the organisation’s purpose and intent
* Comply with HQIP’s governing document and demonstrate compliance with all relevant legislation
* Act in HQIP’s best interests by deciding what will enable HQIP to carry out its purpose by making balanced and adequately informed decisions thinking about both the short and long term vision of the organisation
* Ensure/Assure HQIP’s resources are used responsibly acting with reasonable care and skill ensuring that HQIP’s assets are only used to support or carry out its purposes and avoid exposing HQIP’s assets, beneficiaries or reputation to undue risk
* Use reasonable care and skill:
	+ making use of personal skills and experience but taking appropriate advice when necessary
	+ giving enough time, thought and energy to the role by preparing for, attending and actively participating in all trustees’ meetings and other related activities
* Ensure that the organisation is accountable by complying with statutory accounting and reporting requirements.

**Responsibilities and duties - Treasurer**

**Overall Purpose**

* Overseeing, approving and presenting budgets, accounts and financial statements with the Chief Executive Officer and Chair
* Being assured that the financial resources meet its present and future needs
* Budgets: Support the preparation of the annual budget for Board approval before the beginning of the new financial year
* Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understood way
* Ensuring that the charity has an appropriate reserves policy, liaising with any paid staff and volunteers about financial matters
* Advising on the financial implications of the organisation’s strategic plans
* Ensuring that the charity has an appropriate investment policy
* Ensuring that there is no conflict between any investment held and the aims and objects of the charity
* Monitoring the organisation’s investment activity and ensuring its consistency with the policies and legal responsibilities
* Ensuring the organisation’s compliance with legislation
* Ensuring equipment and assets are adequately maintained and insured
* Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission and/or the Registrar of Companies
* Ensure that the organisation’s accounts are independently audited as required and any agreed recommendations are implemented
* Liaise with external parties as appropriate e.g. the organisation’s auditors.

NB The jobholder will not be a signatory on the charity’s bank accounts

**Responsibilities and duties - generic Trustee**

**Governance**

* Be assured that mechanisms are in place to ensure the operational, financial and reputational risks of the organization are being met

**Strategy**

* Approve HQIP’s mission statement and review organisational performance towards it
* Annually assess the changing environment and approve the operational plan and budget
* Review and approve HQIP’s strategic aims
* Review and approve the financial strategy
* Approve major policies

**Organisation**

* Have a role, both collectively, and in their own right, in representing HQIP’s interests, and promoting the role and achievements of HQIP, as ambassadors, as champions, and as advocates for the work it carries out.
* Be assured that the organisational strength and staffing is equal to the requirements of the long range goals
* Approve appropriate salary scales, terms and conditions of service for all staff
* Annually appraise the general performance of the Board of Trustees and take steps (including composition, organisation and responsibilities) to improve its performance

**Delivery**

* Review organisational results achieved in relation to HQIP’s aims and objectives, annual and long term goals
* Be certain that the financial structure of the organisation is adequate for its current needs and its long term strategy
* Provide candid and positive challenge, advice, comments and praise
* Approve major actions of the organisation, such as capital expenditure on all items over authorised limits and major changes in activities and services.

**Audit**

* Be assured that the Board is adequately and currently informed – through reports and other methods – of the status of the organisation and its operations
* Be assured that published Trustees’ reports adequately reflect the nature of the services and the financial condition of the organisation
* Ascertain that appropriate policies to define and identify conflicts of interest are established and are administered and enforced
* Appoint independent auditors
* Review compliance with relevant laws

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Tested through****C – CV****I – Interview****S – Assessment** |
| **Personal** | * At least 18 years old
* No unspent convictions for an offence involving dishonesty or deception (such as fraud)
* Not bankrupt or have entered into a formal arrangement (eg an individual voluntary arrangement) with a creditor
* Never been removed as a company director or charity trustee because of wrongdoing
 |  | C |
| **Knowledge and experience** | * Significant Board level finance experience with a recognised accounting qualification
* Experience of acting as a trustee with a UK charity
* Experience of successful multi agency and multi professional working
* Experience of influencing, motivating and negotiating with others to achieve change
 | * Knowledge of healthcare delivery or experience of the UK healthcare setting
 | C, I, S |
| **Skills, aptitudes and abilities** | * Genuine desire to improve patient outcomes delivered via a charitable role
* Assertive and confident
* Committed approach and capacity to deliver trustee duties
* Ability to prioritise work efficiently and effectively
* Excellent interpersonal skills including negotiation, influencing and presentation
* Good problem solving and analytical techniques
* Able to use initiative
* Enthusiastic, motivated and co-operative attitude
* Risk Assessment skills
* Ability to understand and analyse data
 |  | C,I,S |
| **Physical Characteristics** | * Willingness to undertake limited UK travel
* Adequate time (minimal) to devote to the role
 |  | I |