



Lourdes Youth & Community Services

Lower Sean Mc Dermott Street, Dublin 1.

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LYCS is seeking a new Treasurer

LYCS is seeking to recruit a new Treasurer to support our community focussed objectives and the development and launch of our new building. The Board is responsible for planning for succession at director level and we are now seeking expressions of interest in being a director of the Company and Treasurer of the Board.

The Treasurer will be selected so as to create a diverse Board membership that includes men and woman of independent mind. The role is an unpaid voluntary position.

Lourdes Youth and Community Services (LYCS)

With the refurbishment of the 100 year old heritage building, Rutland Street School well underway, this is an exciting time to be an integral part of the recreation and on-going development of LYCS, an integrated community based education, training, recreation and development project, based in Dublin's North City Centre. Our 'cradle to grave' provision endeavours to create an equality of opportunity for all our neighbours by providing high quality affordable childcare to support relevant educational programmes leading to positive futures characterised by choice. We provide the following services: Childcare; Youth Work; Community Training Centre; Adult Education; Development Education and Community Employment Scheme.

As the foremost provider of community based education and training services in our community our programmes are needs and evidence based and are continually reviewed and evaluated to ensure the best possible provision in Dublin's north east inner city.

We envision a time where no person in our community is left behind, when aspirations are high and our community has excellent services and humanising employment. We work to ensure this future by providing opportunities for the oldest, the youngest, newest and most vulnerable people in our community.

Further details on LYCS can be found on www.lycs.ie

Role of the Treasurer:

The overall role of LYCS Treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and that proper financial records and procedures are maintained as below:

General financial oversight

- To oversee and present budgets, accounts and financial statements
- To liaise with the Board regarding all financial matters
- To ensure that appropriate account procedures and controls are in place
- To ensure compliance with relevant legislation
- To ensure any recommendations of the auditors are implemented
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies

Financial planning and reporting

- To present financial reports to the Board
- To make a presentation of the accounts at the annual general meeting (AGM)
- To advise on the organisation's reserves and asset management

- To advise on the financial implications of the organisation's strategic and operational plans

Qualities and skills required:

- Experience of financial control and budgeting
- Good communication and interpersonal skills
- A willingness to be contacted on an ad hoc basis
- Ability to ensure decisions are taken and followed up

Time Commitment Required

The role of the treasurer requires an estimated commitment of 5-7 hours per month.

THE RECRUITMENT PROCESS:

A confidential two-stage process will be followed:

- I. Expressions of interests which are now being sought will be treated in strictest confidence.
- II. The Board will review expressions of interest that are received and on the basis of that review will invite a number of people to discuss their interest in becoming the Treasurer.

If you wish to express an interest in becoming a Board member, please:

send an email to: info@lycs.ie

We really look forward to hearing from you.