

Volunteer Treasurer – Job Description

Job Title: Volunteer Treasurer

Responsible to: Counselling Service Manager and Board of Trustees

Salary: N/A Voluntary Position.

Hours: Variable. Estimate up to 1-2 hours a week, plus attendance at Trustee Meetings (at present on zoom)

DBS Check: Required

Overview:

Carrs Lane Counselling Centre operates as an independent charity/company limited by guarantee, although supported by The Church at Carrs Lane, where the counselling centre facilities are based. Present turnover is £62K.

Main Duties:

- [A] To oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- [B] Ensure proper records are kept and that effective financial procedures are in place.
- [C] Monitor and report to the trustees on the financial health of the organisation.
- [D] Oversee the production of necessary financial reports/returns, accounts and audits.

Additional Duties:

- [1] Liaise with the manager, trustees and company secretary to ensure the financial viability of the organisation.
- [2] Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- [3] Report the financial position regularly at all Trustee and Management Committee meetings (balance sheet, cash flow, fundraising performance etc.).
- [4] Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- [5] Ensure proper records are kept and that effective financial procedures and controls are in place, i.e. Cheque signatories, Purchasing limits, Purchasing systems, Petty cash/ float, Salary payments (these are processed by The Church at Carrs Lane's Finance Officer), and any others as appropriate.
- [6] Lead on appointing and liaising with auditors/ independent examiner.
- [7] Undertake bookkeeping duties and ensure posting and bookkeeping is kept up-to-date.
- [8] Maintain the petty cash system and regularly process petty cash claims.
- [9] Carry out regular reconciliations
- [10] Arrange payments to creditors as appropriate and arrange appropriate signatures on payments and first person of contact in respect of our online banking

[11] Make the necessary arrangements to collect payments from debtors and bank payments promptly.

[12] Liaise with auditors re the end of year accounts

REVIEW OF THIS JOB DESCRIPTION

This job description is intended as an outline indicator of general areas of activity and will be amended, in consultation with the Treasurer in the light of the changing needs of Carrs Lane Counselling Service.

Treasurer – Person Specification

Item	Essential	Desirable
Knowledge and skills	knowledge of bookkeeping and financial management, preferably including within a voluntary sector setting. Good financial analysis skills. IT skills - including Word and Excel The skills to analyse proposals and examine their financial consequences Understanding and acceptance of the legal duties, responsibilities and liabilities of a Treasurer	Working knowledge of Charity Commission regulations
Qualifications	Partly or fully qualified accountant Evidence of ongoing CPD activities linking to accountancy/bookkeeping	Member of Professional Association for Chartered Accountants
Experience	Experience of Financial management and budgeting	Experience of budgets for a non-profit organisation Experience of working as part of a multi-disciplinary team Non executive or trustee experience, on a board of management or similar governing body of a charitable organisation.
Personal Qualities / Behaviours	Able to manage competing priorities and work to deadlines. Personal credibility and authority Excellent interpersonal skills with ability to communicate clearly Organisational skills with a minimum of one year's administrative experience	Strategic vision Ability To Think Creatively

	<p>Ability and willingness to work some unsociable hours (evening meetings)</p> <p>Appreciate need for discretion and confidentiality</p>	
Equal Opportunities	<p>An understanding of and commitment to the promotion of service delivery in an equal opportunities framework, including anti racist, anti discriminatory team and professional practice.</p>	

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