

Treasurer - Role Description (voluntary, unremunerated)

We are looking for a new Treasurer to direct the financial management of Claridge House and lead a small finance team, which includes the manager and an administrator who deals with day to day book-keeping.

Claridge House has an annual turnover of £170K – £200K with approximate capital assets £1M.

The existing Treasurer is continuing as a Trustee and will provide handover and familiarisation.

Overall responsibilities:

- Oversee the financial affairs of Claridge House and ensure they are legal, constitutional and within accepted accounting practice, seeking advice from the Auditor/Independent Examiner as appropriate.
- Ensure proper records are kept and that effective financial procedures are in place and adhered to.
- Monitor the financial health of the organisation.
- Report on the financial position to other Trustees at Board Meetings (including historic accounts and cash flow forecasts).
- Ensure Trustees are aware of their financial obligations and take a lead in interpreting financial data to them.
- Oversee the production of legally required financial reports/returns, accounts including liaising with the Independent Examiner regarding Annual Accounts and contributing to the Trustees' Annual Report.
- Liaise with relevant staff to ensure the financial viability and legal compliance.
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Contribute to drafting grant applications & reviewing the fund-raising programme.
- Lead on the appraisal of the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with the auditor/independent examiner.

You should be a qualified or part-qualified accountant or have equivalent experience. Some familiarity with charity financial management would be useful, but not essential. Additionally, you should be in sympathy with the Quaker aims and principles on which Claridge House is run. We estimate a time commitment that averages out at 2 days a month including Trustee meetings every 2 months and occasional meetings with the finance team, as required.

Cont.

We will give preference to applicants who have:

- Up to date knowledge and recent experience of finance and fundraising practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Familiarity with accountancy software (essential).
- Good financial analysis skills.
- Ability to communicate clearly.

There will be opportunities to contribute to business planning, fundraising initiatives and other developmental matters. Experience in any of these areas would be appreciated, but not essential. We would like to fill this role by the end of 2018, to ensure the incoming Treasurer has time to familiarise themselves with the finances before the end of the financial year on 31st May 2019.

Applications by 30th November 2018 with a CV and application form to Jane Short (Clerk to Trustees) at: trustees@claridgehousequaker.org.uk