

Job Description

Role: Charity Treasurer (Trustee)

Type: Voluntary, unpaid (reasonable expenses incurred may be reimbursed)

Location: Hybrid - mostly remote, occasional attendance at our Centre in Reading. Berkshire

Hours : Up to 10 hrs / week - flexible

Role Overview

The Charity Treasurer plays a pivotal role in managing the financial affairs of BMSTC. Working closely with the Board of Trustees and Senior Management Team to ensure the financial health, integrity and sustainability of the charity.

You will be responsible for the charity's budgets, accounts, and investments and monitoring the organisation's financial health, with the support of our management team.

As a member of the Trustee Board, you will also be involved in determining the charity's strategic direction and ensuring it is implemented effectively.

Key Responsibilities

Financial Oversight, Financial Inspection and Compliance

- Develop strategies to maintain financial viability and regularly review the charity's financial performance to ensure it operates within its means.
- Advise the trustees and senior management on financial implications of strategic plans, projects, and proposals.
- Develop, implement, and review financial policies and procedures to ensure robust financial management.
- Coordinate external audits/Inspections, liaising with auditors and providing required documentation.
- Ensure compliance with statutory financial reporting requirements, including annual returns and submissions to regulatory bodies.

Planning, Budgeting, Forecasting, Reporting

- Develop long-term financial plans to support sustainability and strategic alignment.
- Prepare the annual budget and management accounts to support strategic decision-making.
- Prepare forecasts, identifying potential threats and opportunities, and escalating significant deviations to the trustees in a timely fashion.
- Prepare accurate, timely financial reports for the trustees.
- Prepare annual financial statements in accordance with accounting standards and regulations.

Risk Management

- Ensure compliance with financial regulations, including charity law, tax requirements, and funding conditions.
- Implement and monitor effective internal controls to safeguard the charity's assets and ensure financial integrity.

Fundraising and Income Generation - working with the fundraising team and accounts support

- Track and report fundraising income, including donations, grants, and sponsorships.
- Monitor grant compliance and prepare financial reports for donors and funding bodies, demonstrating effective fund use and financial impact (where appropriate).

Banking and Payroll - working accounts support

- Manage our deposit platform and banking arrangements to maintain a healthy cashflow and adequate reserves to support Centre operations.
- Oversee bank reconciliation to verify accurate transaction recording and resolve discrepancies.
- Oversee payroll to ensure accurate and timely staff payments, regulatory compliance, and record management.

Education & Skills

- A degree in Accounting, Finance, or a related field.
- Relevant professional qualifications (e.g. ACCA, CIMA, ACA)
- Proven experience in a senior financial management role.
- Strong understanding of charity finance regulations, accounting stds and tax requirements.
- Computer literacy: competent using Email, Excel and financial software (e.g. Xero).
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills to present complex financial information clearly.
- High level of integrity and commitment to the charity's mission and values.

Commitment

- Present the financial results at the AGM each year.
- It is expected that the Treasurer will attend the majority of monthly meetings and the annual AGM either in person or online.
- Chair or attend relevant sub-committee meetings.
- Engage with staff, volunteers, and stakeholders to provide financial leadership and support.