



Treasurer

Purpose of the role

To oversee the financial affairs of the organisation.

Main activities

General:

- Oversee the financial affairs of the organisation
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of financial reports, budgets, accounts and audits.

Specific:

- Liaise with relevant staff, trustees and/or volunteers to ensure the financial viability of the organisation
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data for them
- Regularly (quarterly) report the financial position at Management Committee meetings (currently held on Friday mornings)
- Oversee the production of an annual budget
- Ensure proper records are kept and that effective financial procedures and controls are in place in relation to:
 - Cheque signatories
 - Purchasing limits
 - Petty cash
 - Company credit cards
 - Salary Payments (via Voluntary Action Sheffield)
 - Grants received
- Appraise the financial viability of plans, proposals and grant applications
- Liaise with auditors/independent examiner (currently Seven Hills Accountants)
- Liaise with payroll provider (currently Voluntary Action Sheffield)
- Oversee staff, ensuring posting and bookkeeping is kept up to date
- Regularly (monthly) carry out bank reconciliations

Skills and experience

- Financial awareness
- Experience of Charity Commission requirements
- Good financial analysis skills
- Ability to communicate clearly
- Experience of QuickBooks would be a bonus, but training can be provided

Training and Support

- Volunteer induction
- Handover period with Director of Operations
- Other training provided as required
- Support from volunteer coordinator

Time commitment

Approximately three to four hours per month. This includes:

- Attending at least four Management Committee meetings and AGM per year (two-hour meetings, held in person on Friday mornings)
- Attending monthly meetings of our subcommittee for Staffing, Governance and Finance (two-hour meetings, held von Teams on Wednesday afternoons)
- Spending around two hours per month on tasks such as preparing reports and reconciling bank statements

Location

- From home or at St Mary's Community Centre, Bramall Lane, Sheffield S2 4QZ
- In-person meetings are usually held at Sharrow Community Forum, South View Road, Sheffield S7 1DB. A Teams link is provided for anyone unable to attend in person.

Main point of contact

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