

SMCP Treasurer

We are a small charity, dedicated to supporting local residents of Sale Moor and improving community resources through co-created and managed projects. We are looking to strengthen our board by recruiting a new trustee with financial experience. This role will help support us to move into the next stage of our development as an organisation.

Key responsibilities:

- Financial oversight of the charity - being assured that the financial resources of the organisation meet its present and future needs.
- Overseeing and reviewing the preparation of the charity's annual budget. Presenting the budget to the Board for approval.
- Reviewing the quarterly management accounts and annual financial statements and presenting to the Board for approval staff.
- Ensuring that the charity has an appropriate reserves policy.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and external accountants about financial matters.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring that the annual financial statements are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission.
- Ensuring external scrutiny of the financial statements in the manner required and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Sitting on appraisal, recruitment and disciplinary panels as required.
- Leading oversight of the risk register to ensure that the risk mitigating actions are appropriate and being undertaken.
- Acting as the lead person for staff to raise in confidence any concerns about fraud.

Requirements:

- Must be over the age of 18.
- Must have relevant experience and/or qualifications relevant to managing finances.
- Must have experience at setting and managing budgets.
- Must have experience working with financial systems, especially QuickBooks.
- Must be willing to voluntarily give their time (roughly 5hrs per month or equivalent leading up to end of financial year).

- Must have a strong desire and interest in developing the community of Sale Moor.
- Must be happy to work with SMCP staff and other volunteers to shape the strategy and aims of the charity.

Where will you be based:

- This role could be undertaken remotely, once you have been set up on our systems.
- You will be required to attend board meetings every month which will be held in person at the community centre.
- You would be welcome to work in the SMCP office, should you prefer.

How to apply:

- If you are interested in this role, please email Liz Patel or admin@salemoorcpc.org with details of how best to contact you. We will be in touch to arrange an informal meeting.