

Citizens Advice Hampshire

Independent Treasurer:	Voluntary role (unremunerated)
Skills:	Experience of successful leadership and management, particularly strategic business development, fundraising and charity governance and audit
Where:	<p>Hampshire (including Portsmouth, Southampton and the Isle of Wight)</p> <p>Meetings are held across Hampshire/on-line from home</p>
Time:	<p>Estimated to be 1-3 hours per week.</p> <p>The Board meets quarterly with actions undertaken at the Trustee's convenience. There is also a commitment to chair the Finance Committee. You may need to attend other meetings if you're involved in specific projects. We can be flexible about the time spent, so come and talk to us.</p>

About Citizens Advice Hampshire: Citizens Advice Hampshire is a consortium that supports 13 local Citizens Advice Offices across Hampshire, Portsmouth, Southampton & the Isle of Wight whose purpose is to provide a single point of contact for funders, partners and policy makers to secure funding that enables the delivery of quality advice services.

Summary: We are seeking someone with financial and business acumen to be our next Treasurer. A background in finance for a charity or business is essential, with additional experience of audit. We encourage applications from all members of the community.

In addition to the responsibilities of all trustees the Treasurer will:

- Explain, guide and advise the other board members on the key assumptions and financial implications of the Citizens Advice Hampshire budgets, operational and strategic plans
- Ensure that the organisation has a realistic budget that meets the services' needs and maintains an appropriate reserves policy
- Ensure that annual accounts are prepared in compliance with SORP (Statement of Recommended Practice) Accounting for Charities and submitted by the deadline to the Charity Commission and/or Registrar of Companies, and make arrangements for them to be audited or independently examined as required
- Support the paid accountant to explain, guide and advise on the approval of budgets, accounts and financial statements
- present accounts at the Annual General Meeting in an accessible way to keep the board informed about its financial duties and responsibilities
- Work with staff, such as the Chief Executive or Finance Manager to give information and advice on financial matters

Why be a Trustee?

- Make a positive impact by ensuring that Citizens Advice is sustainable and meeting the needs of the community
- Meet people and build relationships with trustees, staff and others in the community
- Build on your governance, leadership and strategy skills
- Increase your employability
- Have access to Financial Director type activities

Who are we looking for?

You will not necessarily need to have prior experience of being a Trustee, but we are specifically looking to recruit anyone with relevant financial experience which will support them in their role as Treasurer. You could for example be operating as a Financial Manager or Team Leader within an organisation.

- Commitment and availability to attend trustee board meetings
- Effective communication skills and willingness to actively participate in discussion and communication
- Willingness to gain knowledge of local needs and resources
- A good basis of leadership skills and the potential to facilitate and lead meetings
- Commitment to the aims, principles and policies of the Citizens Advice Service
- Ability to understand and accept their responsibility and liability as a trustee
- Willingness and ability to learn, and to develop and examine their own attitudes
- Ability to think creatively and strategically and exercise good independent judgement
- Ability to work effectively as a member of a team, both with the Trustees and the Finance Manager and CEO
- Be willing to undertake training in the role

What difference will you make?

By joining the board, you will be helping shape the strategic direction of advice services across the area we serve. You will be able to do this by ensuring that this independent charity remains sustainable and resilient, ready and prepared to help over 75,000 clients per year.

Contact details

If you are interested in becoming a trustee and would like to discuss flexibility around location, time, what the role entails and how we can support you please send your details to Citizens Advice Hampshire admin1@citahants.org

Please see below a Role description.

Treasurer Role description

In addition to the responsibilities of all trustees the Treasurer will:

- Explain, guide and advise the board on the key assumptions and financial implications of budgets, operational and strategic plans
- Ensure that the organisation has an appropriate reserves policy and a realistic budget that meets the services' needs
- Support the paid accountant to explain, guide and advise on the approval of budgets, accounts and financial statements.
- Present accounts at the Annual General Meeting in an accessible way.
- Ensure that annual accounts are prepared in compliance with SORP (Statement of Recommended Practice) Accounting for Charities and submitted by the deadline to the Charity Commission and Registrar of Companies and make arrangements for them to be audited or independently examined as required.

Keep the board informed about its financial duties and responsibilities.

- Monitor the organisation's income and expenditure position and accounts in QuickBooks monthly.
- In conjunction with the accountant present accessible reports at least quarterly to ensure board members understand the accounts and implications.
- Understand the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound.
- Work with staff, such as the Chief Executive or Accountant to give information and advice on financial matters.
- Ensure that all the finances and supporting financial control systems of the local Citizens Advice are in order including that full financial records are kept for all transactions, that money is only spent for the purpose given, and that proper financial controls are in place to safeguard the organisation's resources.
- Monitor the financial position of the charity ensuring that it operates within its means and objectives, ensuring that there are clear lines of accountability for day-to-day financial management.

End.