

Citizens Advice Southampton is looking for a new Treasurer

Our Treasurer is a vital member of our Board of Trustees; this is a voluntary position. Unremunerated but with reasonable expenses covered.

Skills; we are looking for someone with a financial background who is interested in becoming our Treasurer

Where; Southampton

Time; on average 2-3 hours per week

About Citizens Advice Southampton

This local and essential Charity provides vital support to the people of Southampton. Citizens Advice Southampton's incredible volunteers and paid staff help more than 6500 people with 11000 issues every year, providing advice that is free, independent, impartial and confidential.

Advice is delivered in person, by telephone and email to members of the public in need of help in areas such as family, immigration and asylum, debt management and welfare benefits, and housing.

Citizens Advice Southampton also has specialist projects which include money advice funded by the Money Advice & Pension Service, specialist services funded by Macmillan cancer support and the MS Society and a Home and Well project aiming to help vulnerable people maintain a safe and healthy home. We lead the Southampton City Council funded '*Advice in Southampton*' partnership, delivering advice services in conjunction with other local charities.

What will you be doing?

Working closely with the Chief Executive Officer, you will:

- explain, guide and advise the other board members on the key assumptions and financial implications of the Citizens Advice Southampton 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

A detailed role description for our Treasurer is attached.

What's in it for you?

This is a rewarding voluntary role, where your leadership skills will have a profound impact on your local community.

Not only will you directly contribute to the success of this essential charity in supporting the local community, for you personally there are many benefits. Such as;

- Meet others and build relationships with other trustees, paid staff, volunteers and other community members
- Build on your governance and leadership skills
- Increase your employability
- Have access to Financial Director type activities

What 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.

Interested?

If you would like more information or an informal chat about the role, please email Emma Vint, HR Manager at evint@sotoncab.org.uk

We can then arrange for you to have an informal chat with one of our Trustees who can tell you more about the role and answer any questions you might have.

To apply please visit the vacancies page on our website - [Vacancies - Citizens Advice Southampton](#)

Citizens Advice Southampton are an equal opportunities employer and encourage applications from all who meet the above specification irrespective of sex, gender reassignment, marriage or civil partnership status, pregnancy and maternity, sexual orientation, race, religion or belief, age, or disability.