



CHARITY TREASURER

Location : Guildhall 2, High Street
Kingston KT1 1EU

About us

Balance (Support) CIO is a creative and innovative charity providing a range of support services to people with learning disabilities and enduring mental health needs in SW London.

About the role

As Treasurer you will occupy a key role on the board in shaping what the charity does and how it does it. You will work closely with the Chair, CEO, Finance Director and other trustees in overseeing our financial governance and compliance with our legal and regulatory obligations. You will use your insight, support and guidance to help develop a sustainable and financially resilient charity.

You will:

- Work to ensure that the organisation's finances are responsibly managed and invested for the betterment of the organisation's work and for the beneficiaries it serves through constructive discussions with the Leadership Team.
- Monitor the financial standing of the charity and reports to the Board and CEO through review of cash-flow forecasting, budgets and management accounts that have been prepared, offering challenge or improvement as needed.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals in discussion with the Finance Director.
- Act as a counter signatory on applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion, as well as being one of the bank signatories.

Contact: Guy Stevenson CEO
Contact Details guy.stevenson@balancesupport.org.uk



Main Responsibilities

Budgeting and strategic financial planning

- Review budgets and strategic plans to ensure these are provided for and are aligned to both short-term and long-term objectives.
- Constructively challenge plans/budgets where required and suggest alternative scenarios as a part of the risk management process.
- Ensure that financial information published by the charity enables transparency and accountability which improve resource allocation and the charity's image.

Management Reporting

- Along with the other Board Members oversee and evaluate the charity's financial and operational performance against its strategic aims and charitable objects. Challenge operational managers and the executive leadership where there is a clear requirement to do so. As Treasurer you are expected to take the lead on review of financial information provided.
- Support the Chair and Board in ensuring appropriate standards in its management accounting are maintained to safeguard the charity's assets and contractual commitments. Work with the Finance Director where necessary to ensure this information is available and understandable.
- Protect and manage the charity's assets and ensure the proper investment and use of the charity's funds in building its business and financial resilience.

Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Chair Finance committees (if convened) in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
- Advise on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial policies as necessary.
- Liaise with the External Auditors in relation to strategic or significant issues if required.

Qualities Required for the Treasurer

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and any impending changes (desirable).
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Demonstrated knowledge and experience of charity fundraising and finance practices (desirable).
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies as necessary.
- A team-oriented approach to problem solving and to management.
- The Board meets at least 6 times a year and each trustee is expected to be available for all board meetings to support discussion and decision making on the charity's business and occasional representation at other community events, service visits and away days

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