



## **Volunteer Treasurer for thriving Citizens Advice Bureau based in Chelmsford**

We are looking for a volunteer treasurer who will work with the chair of the board of trustees and the CEO of our service, to ensure the smooth running of the finances of the charity-preparing the accounts and the quarterly figures for reporting to the board.

### **What will you be doing:**

You will join a group of trustees whose overall responsibilities include:

- overseeing the strategic and operational development of the charity
- furthering its purpose, values and vision
- ensuring compliance with the governing document and that all the charity's activities are legal and coincide with the recommendations and guidelines set by the Charity Commission
- overseeing finances
- establishing and monitoring policies
- appointing, managing and supporting key staff and volunteers

### **Your particular area of focus will relate to finances.**

You will be invited to take on the role of treasurer, and we are looking for applicants with the appropriate experience. You will be working with other trustees and staff/volunteers to:

- oversee our income and expenditure and ensure we maintain a healthy balance over the financial year;
- countersign any cheques or payments made by Chelmsford CAB; comply with the guidelines set by HMRC and the Charity Commission with regard to financial dealings so they are accurate and ethical;
- complete and submit an annual return to the Charity Commission on a timely basis;
- maximise possibilities for raising funds through Gift Aid, donations, grants and other relevant activities.

You will play a vital role in helping Chelmsford CAB run smoothly with full financial transparency and build up funds so that it can focus its energies on running services that are of immediate benefit to our clients.

**Responsible to:** Chair of Trustees & CEO

**We are looking for someone who:**

- cares deeply about our mission and purpose and shares our values of compassion, cooperation and inclusion
- our Treasurer must have relevant financial expertise. A background in accountancy is essential and significant experience of developing and delivering financial strategies.
- is knowledgeable about the financial guidelines set by HMRC and the Charity Commission
- has a clear understanding of how to draw up an annual return for the Charity Commission
- is an enthusiastic communicator who enjoys meeting people and engaging with them
- is motivated, persevering and keen to make things happen through hands-on action
- can work constructively with others

**Eligibility:** We are legally required to ensure we take on:

- no one under 18
- no one serving a conviction
- no one recently filed for bankruptcy

**Time Commitment:** One morning per 1-2 weeks would be required to cover the treasurer's role for our CAB service, as well as attendance at trustee board meetings. These take place approx. every 6 weeks and last approximately two hours.

We further ask that you:

- come prepared for the meetings;
- follow up actions agreed at the meetings;
- take forward any projects or tasks that have been delegated to you within an agreed time-frame;
- head a sub-committee when and where appropriate.

There will also be additional training opportunities and conferences. We are flexible and will not ask you to commit to more that you can realistically fit in to your life.

We hope you will be interested in joining us and if so please open the link below to an application form and fill in and return to us via email to

[recruitment@chelmsfordcab.org](mailto:recruitment@chelmsfordcab.org)

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