



Job description: Treasurer

Role overview

The Community First Treasurer will help the board of trustees carry out their financial responsibilities, working closely with the Chief Executive, Chair of Trustees and staff team in reinvigorating this established local community infrastructure charity for a financially sustainable future with clear reporting to funders, partners and stakeholders. The Treasurer will play a vital role, working with the Chief Executive, Chair of Trustees and staff team to help the organisation develop new services, develop income streams, and build impact reports while working alongside communities to make a real difference in the lives of local people.

As part of a new board of trustees at Community First, you will provide effective financial oversight, supporting the CEO and senior staff members in developing a new vision and business strategy to ensure a financially sustainable future for the organisation. You'll also assist in engaging with key stakeholders, helping further expand our profile and understanding of our vision with key partners, sector peers and funders.

Duties and responsibilities of Treasurer of Community First

The Treasurer will:

- Present financial reports to the board in a format that helps the board understand the charity's financial position.
- Advise the board on how to carry out its financial responsibilities.
- Work with professional advisors, overseeing the preparation and scrutiny of annual accounts.
- Ensure the charity is carrying out its purposes to the public benefit.
- Ensure the board fulfils their duties and responsibilities for effective charity governance in line with Community First's policies and the requirements of the Charity Commission for England and Wales.
- Support and advocate for the Charity's mission, vision and values.

Person specification

- The Treasurer will cover the Herefordshire and Worcestershire areas and is expected to travel within that location.

The successful candidate will:

- Be a qualified accountant with a demonstration of not-for-profit awareness and knowledge.
- Competent IT skills, with working knowledge of current accounting software.
- Proven ability to communicate and explain financial information to members of the board and other stakeholders.
- Have strong analytical and evaluation skills, demonstrating professional and independent judgement.
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship, and the Treasurer role in particular.
- Have a genuine interest in local communities and people.
- Possess strong leadership and communication skills.
- Have a commitment to the aims, objectives and values of Community First.
- Be willing to promote the charity in the best interests of its stakeholders, staff, community partners and people supported by Community First's projects and programmes.
- Understand the legal duties, responsibilities and liabilities of trusteeship and the financial aspects of running a charity.
- An ability to work effectively as part of a team, contributing an independent perspective.
- Possess and demonstrate integrity, objectivity, accountability, and honesty.

The Treasurer must be legally eligible to stand as a registered Company Director and Charity Trustee. Having had previous experience as a trustee of a voluntary organisation is an advantage.



Terms of appointment

The Treasurer should expect to serve for an initial 12 months. The Treasurer is required to attend scheduled meetings with some ad hoc meetings where necessary.

It is anticipated that the time commitment should be voluntary, on average half a day per week. There could be occasions when extra time will be required (e.g. during the planning of new projects or dealing with any particular difficulties that arise).