



Citizens Advice Rotherham & District
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www.rotherhamcab.org.uk
www.citizensadvice.org.uk

Volunteer Treasurer Vacancy – April 2016

Would you be interested in working with the Citizens Advice Rotherham as a trustee?

A trustee is central to its continuing development and success, Rotherham CAB are looking for people with strategic vision, independent judgment and a willingness to give time and commitment to being a trustee.

Our current vacancy is for the role of the treasurer.

Main duties and responsibilities of the treasurer:

- Guiding and advising the board in the approval of budgets, accounts and financial statements, within a relevant financial policy framework
- Keeping the board informed about its financial duties and responsibilities
- Advising on the financial implications of the bureau's strategic plans and key assumptions in the operational plan and annual budget
- Ensuring that all board members have a clear understanding of the accounts presented at meetings and the implications that they reveal
- Understanding the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound
- Ensuring that a realistic budget is produced which meets all the bureau's needs and that there is an appropriate reserves policy
- Monitoring the bureau's income and expenditure position, and presenting reports to the board at least quarterly, in a format accessible to the board members
- Ensuring that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard the bureau's resources

- Ensuring that money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts demonstrating this are submitted to funders
- Ensuring that accounts are prepared at year-end in compliance with the SORP Accounting for Charities and making arrangements for them to be audited or independently examined, as required by the Charity Commission
- Ensuring that annual accounts are submitted to the Charity Commission and/or Registrar of Companies, within the deadlines set
- Presenting the accounts at the AGM and drawing attention to important points in a coherent and understandable way

Patron HRH The Princess Royal

Chief Executive Gillian Guy

Citizens Advice is an operating name of the National Association of Citizens Advice Bureaux

Charity registration number 279057 VAT number 726 0202 76 Company limited by guarantee Registered number 1436945 England

Registered office: 3rd Floor North, 200 Aldersgate Street, London EC1A 4HD

- Liaising with the bureau manager about financial matters
- Playing a key role in planning a clear fundraising strategy to raise money for future activities and developments
- Chairing any finance committee, and reporting back to the full board.
- Personal skills and qualities
- Financial qualifications or experience
- Some experience or knowledge of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the board
- Willingness to be available to staff to provide advice and guidance on financial matters.

Our Trustees

The role of trustee at Rotherham CAB is central to its continuing development and success. We are looking for people with strategic vision, independent judgement and a willingness to give time and commitment to being a trustee. In return our service supports trustees development both locally and nationally.

Our Service

Citizens Advice Rotherham provides free, impartial, confidential, and independent advice on a variety of subjects, mainly debt and benefits, delivered by phone, email and face-to-face sessions in the town and across the district.

It employs advisers and volunteers trained to a high standard to deliver this advice. It works in close partnership with the local authority and other community charities to ensure that those that need support receive it from the most appropriate source. It uses its best endeavors to exercise a responsible influence on the development of social policies both locally and nationally.

The role description of a trustee

1. Commitment and availability to attend bureau trustee board meetings
2. Effective communication skills and willingness to participate actively in discussion
3. Willingness to gain knowledge of local needs and resources
4. Commitment to the aims, principles and policies of the CAB service, including those relating to equal opportunities, independence, and research and campaigns
5. Willingness and ability to act in the best interests of the bureau
6. Ability to understand and accept their responsibilities and liabilities as trustees and employers
7. Willingness to participate in democratic process which develops CAB policies by area and nationally
8. Numeracy to the extent required to understand CAB accounts with the support of a treasurer
9. Willingness and ability to learn, and to develop and examine their own attitudes
10. Ability to think creatively and strategically, and exercise good, independent judgment
11. Ability to work effectively as a member of a team.

If you think you could join us, or if you want more information, contact Jean Rhind, Chair
Jean.rhind@btinternet.com