



NOVEMBER 2019

TRUSTEE OPPORTUNITY

TREASURER

We are an independent charity that provides quality assured advice to over 4500 people each year and we are seeking energetic, innovative trustees to be responsible for governance and shaping the strategic direction of the charity.

What will you be doing?

The main duties and responsibilities of the Treasurer:

- Understanding the accounting procedures and key internal controls to be able to assure the Board that the charity financial integrity is sound;
 - Ensuring that accounts are prepared at year end in compliance with the relevant procedures and making arrangements for these to be independently examined/audited;
 - Ensuring that annual accounts are submitted to the Charity Commission and Register of Companies in accordance with set deadlines;
 - Ensuring that accurate financial submissions are made on time to the national Citizens Advice organisation;
 - Advising the Board on the approval of budgets, quarterly management/annual accounts and other financial policies ensuring a full understanding of the implications of each;
 - Monitoring income and expenditure and presenting reports to the Board at least quarterly, in a format accessible to Board members;
 - Liaising with management to ensure that full financial records are kept for all transactions and that proper financial procedures and controls are in place to safeguard resources;
 - Ensuring that money received is only spent on the purposes for which it was given and where required that reports and accounts demonstrating this are submitted to funders and
 - Chairing any finance committee and reporting back to the full Board.
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What are we looking for?

The ideal candidate will have:

- Experience or knowledge of charity finance and fundraising;
- Experience of operating financial IT systems;

- The skills to analyse proposals and examine their financial consequences;
 - Effective communication skills, both written and verbal and
 - Willingness to be available to staff to provide advice and guidance on financial matters.
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What difference will you make?

Sound and supportive governance is crucial to the delivery of our services and to our future sustainability. As the Treasurer and a Trustee of Citizens Advice North East Suffolk you will be helping to ensure that the community throughout Waveney and neighbouring areas of southern Norfolk have access to the quality assured advice they need when they face problems and challenges in their lives. You will also be able to influence others, promote access to justice and help to create a fairer and more equitable society.

You will play a key role in planning a clear fundraising strategy to raise money for future activities and developments.

Our trustees are responsible for:

- Shaping the strategic direction of the charity;
 - Employing the staff;
 - Ensuring the financial probity of the organisation and
 - Making sure that the charity meets all the legal requirements that govern both charities and companies.
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What's in it for the volunteer?

As a charity we can offer Trustees a wide range of experience in all aspects of charity governance, running an organisation, service development, research and campaigning.

You will be able to use your skills and experience to help us to be an effective, efficient and dynamic organisation influencing policy makers both locally and nationally, and improving the lives of thousands of people each year.

November 1st 2019