

THE KEY: TREASURER VACANCY

Volunteer opportunity



ABOUT THE KEY

The Key is committed to inspiring young people to believe in themselves, especially those living in deprivation and facing challenging personal circumstances.

Our work is built upon four core beliefs that young people should be empowered to:



ABOUT THE TREASURER ROLE

Our volunteer treasurer plays a pivotal role in ensuring the organisation is well governed and complies with all financial legislation and good practice relating to charities and charitable income.

Our board meets 6 times per annum combining in-person with remote meetings to benefit all members. In addition, our finance & risk sub-committee meets ahead of main board meetings, approximately 2 weeks in advance, to fully review our financial position and any risks posed to the organisation, be they financial or otherwise.

The treasurer will work with our CEO, internal team and external accountant to ensure income and expenditure is in line with forecast / budget and will work to understand any variances. Our treasurer will support the team in ensuring that processes and systems are fit for purpose, reflective of the size of the organisation and do not add unnecessary burdens.

The CEO and treasurer will work together in reviewing monthly management accounts as well as supporting any requests to add expertise to project proposals and financial plans which differ to usual ways of working.

The treasurer will be supported by our chair of trustees and will also maintain regular contact.

OVERALL RESPONSIBILITIES

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

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SPECIFIC RESPONSIBILITIES

- Liaise with relevant staff and board members to ensure the financial viability of the organisation.
- Make committee members and other trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at board meetings (balance sheet, cash flow, fundraising performance etc.).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e:
 - Bank signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
 - Annual accounts
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

IDEAL CANDIDATE WILL HAVE:

1. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
2. A willingness to devote the necessary time and effort, we estimate 7 hours per month on average is needed.
3. Appropriate financial skills and knowledge to meet the requirements above.

FIND OUT MORE AND APPLY

We'd love to speak to interested individuals to find out more about you and your experience. To arrange a chat, please email maxine@thekeyuk.org.

