

## Treasurer of WasteAid

WasteAid is seeking qualified applicants for the role of Treasurer within the Board of Trustees. This role will monitor the financial standing of the charity and report to the Board and CEO regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources. Acts as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion. Liaising with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed for the betterment of the organisation's work and for the beneficiaries it serves.

### Responsibilities

In addition to the role of the trustee, the Treasurer will:

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals
- Chair the Finance Committee
- 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.
- Liaise with relevant staff members to ensure the financial viability of the organisation.
- Make fellow board members 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.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Appraise the financial viability of plans, proposals and feasibility studies.
- Support on appointing and liaising with auditors/an independent examiner.

### Person Specification

We are looking for someone who:

- Can demonstrate a strong passion and commitment to the Charity, our strategic objectives
- Holds a recognised professional financial qualification (i.e. CIMA, ACA, ACCA or CIPFA)
- Has the skills to analyse proposals and examine their financial consequences
- Will be available to staff and fellow Trustees to provide strategic advice and guidance on financial matters

- Can guide and advise the Board in the approval of budgets and financial statements, within a relevant financial policy framework
- Keeps the Board informed about its financial duties and responsibilities
- Experience of charity finance and fundraising is desirable, but not essential.

There is no fee for the role of Trustee, however reasonable expenses will be covered. Applicants will be expected to provide:

- A current CV
  - The CV should include details of any current or former Trusteeships or Non-executive director roles.
- A covering letter (no more than 2 pages)
  - The covering letter should include details of the skill areas you feel you can cover (including those indicated in the list above) and why you should be considered for the role.

Deadline for return of application Friday 7<sup>th</sup> April and it should be sent to [recruitment@wasteaid.org](mailto:recruitment@wasteaid.org)