

Treasurer / Finance Trustee

Purpose

To lead board oversight of finance, financial controls, monthly management accounts, annual accounts, reserves, investments, budgeting, forecasting, and financial sustainability.

Key responsibilities

- Present financial information to trustees in a clear and useful decision format.
- Advise the board on budgets, forecasts, reserves, cash flow, restricted funds, and financial sustainability.
- Maintain or oversee the monthly management accounts.
- Prepare or oversee preparation of the annual accounts.
- Work with the external auditor or independent examiner to gain approval of the accounts.
- Support the board to understand the annual accounts and key financial judgements.
- Oversee submission of financial information to the Charity Commission, working with the Governance Trustee where required.
- Review financial controls, banking arrangements, payment approvals, and overseas transfer controls. Ensure employee payroll, pension, and tax payments are made.
- Ensure financial risks, reserves, and funding pressures are visible to the board.
- Work with the Fundraising Trustee to connect income plans with programme commitments and reserves.
- Work with the Governance Trustee where finance, compliance, risk, or statutory reporting overlap.

Person specification

- Finance, accounting, audit, charity finance, business planning, or senior financial management experience.
- Ability to explain financial information to non-specialist trustees.
- Confidence with management accounts, annual accounts, budgets, reserves, and controls.
- Strong attention to detail and reliability.
- Independence, integrity, and willingness to challenge assumptions.
- Understanding charity finance would be helpful, but a willingness to learn the charity context is also important.

Time commitment

Approximately one to two days per month, with additional time around monthly accounts, budget setting, annual accounts, audit or independent examination, and Charity Commission reporting deadlines.

**Changing young lives, one at a time.
Caring and educating vulnerable children in the Philippines.**

Registered Charity CIO No 1198301 Tel: 0300 102 4509

e-mail: office@childrenofthedump.org.uk

www.childrenofthedump.org.uk