



CCE Treasurer Job Description

Who are we looking for?

We are looking for someone who can oversee and monitor the financial administration of the charity's finances and commit to meet with the board six times a year to report on its financial health.

Key Responsibilities of the Treasurer include:

Actively participate as a key member of the Board of Trustees.

CCE Banking

Authorise and check the setting up of payment requests sent by the Administrator.

Authorise payments set up on CAF Bank.

Oversee activities completed by the Administrator:

- Monthly bank reconciliation – Cashbook, Cashflow and Reconciliation.
- Trustee cashflow forecast finance reports.

Act as bank Primary User tasks:

- Set up new secondary users, manage permissions.
- Set up new bank mandates as required.
- Manage CAF Donate (for gift aid donations).

CCE contact for the Charity Commission

- File and complete Annual Report for Charity Commission and complete Annual Return (both activities online).
- Update Charity Commission website with CCE Trustee changes.

CCE Budget, Accounting and Grant Applications

- Create the draft CCE budget each November.
- Prepare the draft Annual Financial Report (December), submit to the Trustees for approval. Liaise with Independent Examiner and organise the inspection of the end of year accounts.
- Manage the finance element of grant applications.

Person Specification

The ideal person will have sound financial knowledge and experience in drafting budgets, statutory financial reporting, and managing finances. Experience in fund-raising would be an added bonus.

Time Commitment

Four hours a month, with additional hours in November and December to draft the budget and prepare the end of year accounts and Trustee Financial Report. Six board meetings each year, one all-day in person meeting and five virtual.

Application Process

To apply for this role, please send a supporting statement (no longer than one side of A4), with your reasons for wanting to be treasurer and details of your experience and skills to do the role to the Chair of Trustees: Mike Haslam on MikeHaslam@cinw.org

To discuss the role in more detail or ask questions please email the Chair of Trustees: Mike Haslam on MikeHaslam@cinw.org.uk