



# CHARITY TREASURER

**Location :** Sessions House, 17 Ewell  
Road, Surbiton, KT6 6AF

## About us

Balance is a charity based in South West London providing employment and support services to a range of disabled and vulnerable people.

## About the role

As Treasurer you will occupy a key role in shaping what the charity does and how it does it. You will work closely with the Chair CEO, Finance Director and other trustees overseeing our financial governance and compliance with our legal, regulatory obligations. You will act as a key director of an organisation that employs 100 staff, works with over 400 individuals annually and has contractual relationships with a number of funding agencies in health, local government and the independent sector.

You will:

- Monitor the financial standing of the charity and reports 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.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Act 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.
- Liaise with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed and invested for the betterment of the organisation's work and for the beneficiaries it serves.

Contact: Guy Stevenson CEO  
Contact Details [guy.stevenson@balancesupport.org.uk](mailto:guy.stevenson@balancesupport.org.uk)





## Main Responsibilities

### Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.

### Management Reporting

- To support the Chair and Treasurer in ensuring the charity maintains appropriate standards in its management accounting to safeguard the charity's assets and contractual commitments.
- Oversee and evaluate the charity's operational performance against its strategic aims and charitable objects. Challenge operational managers and the executive leadership where there is a clear requirement to do so.
- Protect and manage the charity's assets and ensure the proper investment and use of the charity's funds in building its business and financial resilience.

### Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Chair finance committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies

### Qualities Required for the Treasurer

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.
- The Board meets at least 6 times a year and each trustee is expected to be available for all board meetings to support discussion and decision making on the charity's business and occasional representation at other community events.

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