

## **Join our board as a treasurer: help us navigate a path to a sustainable future**

Are you a finance professional with a passion for making a difference?

CMV Action are seeking a proactive and committed treasurer to join our board of trustees, bringing financial expertise and strategic guidance to help our charity navigate a challenging period.



### **About CMV Action**

CMV Action is the only charity in the UK providing support and information to families affected by congenital cytomegalovirus (CMV). Congenital CMV is the most common viral infection that can affect babies before birth, with potential long-term health impacts such as hearing loss, developmental delays and vision loss. It can also cause miscarriage and stillbirth.

As many as 1 in 200 newborn babies are born with congenital CMV. The majority of these will not have any symptoms. However, around 1 in 1,000 born in the UK every year will have permanent disabilities as a result of congenital CMV – around 900 children every year. As congenital CMV is a relatively unknown condition, it is a common misconception that it is rare. It is in fact more common than Down's syndrome, Toxoplasmosis, Spina Bifida or Cystic Fibrosis.

Despite the prevalence and potential severity of congenital CMV, awareness and knowledge are alarmingly low among healthcare professionals, parents and the general public. One of our key roles, therefore, is to develop and deliver resources and training for healthcare professionals, run public awareness campaigns, and collaborate with researchers and policy makers to improve outcomes for those affected by congenital CMV.

CMV Action was registered as a charity in 2012 and became a CIO in 2018. It is the only UK charity offering advice and support to families affected by congenital CMV. It is run by trustees, a part-time consultant operations manager (0.6FTE), a part-time consultant fundraiser (0.4FTE), a part-time consultant book-keeper (0.1 FTE), a volunteer IT consultant, and a support team run by volunteers with lived experience.

We are a fully remote team, and the majority of our work takes place online with our beneficiaries and stakeholders in the UK. We run an online community support group for families on Facebook and 482 of our members are based in the UK. We also provide a telephone helpline and email support to families and healthcare professionals in the UK. We offer these services, using our network of medical advisers, who are all experts in the field of CMV, leading research and supporting the medical needs of families affected by the virus.

The charity relies heavily on community fundraising and donations, which has steadily reduced over the last four years. This decline can be attributed to a number of factors including the rising cost of living, economic uncertainty, and the lingering effects of the COVID-19 pandemic.

For any further information on CMV Action, visit [www.cmvaction.org.uk](http://www.cmvaction.org.uk)

## The Role

As treasurer, you will play a key role in overseeing the financial health of our charity and ensuring we are well-positioned to continue our work. You will work with us to ensure that the charity complies with its governing document, charity law, and any other relevant legislation or regulations. This is an opportunity to make a significant difference by contributing your financial expertise to help us develop and implement a sustainable funding strategy.

## Responsibilities

- **Financial oversight:** Provide strategic advice on the charity's financial management, ensuring our resources are used effectively and sustainably.
- **Proactive planning:** Guide us in exploring new financial possibilities, adjusting paths where necessary to achieve self-chosen outcomes aligned with our mission.
- **Collaborative approach:** Work closely with our board, volunteers and contractors, building strong relationships that support our mission and funding strategy.
- **Accountability:** Ensure all financial decisions are made with transparency, integrity, and honesty, maintaining clear financial records and reports.
- **Evidence-based strategy:** Use your expertise to guide the charity with robust financial analysis, informed by data and best practices, to achieve the best possible outcomes.
- **Inclusive decision-making:** Support the development of a funding strategy that ensures equitable access to our services for all affected by congenital CMV.

## What we are looking for

We are seeking a Treasurer who shares our values and can bring the following skills and experience to our board:

- **Financial expertise:** A background in finance, accounting, or financial management, with a qualification in line with a recognised professional body (e.g., ACCA, CIMA, ICAEW). Experience in charity finance is highly desirable.
- **Proactive and purposeful:** Ability to think strategically, explore new financial pathways, and drive change to support the charity's long-term viability.
- **Collaborative spirit:** Strong interpersonal skills and a commitment to working closely with others to build a sustainable funding strategy.
- **Accountability and integrity:** A commitment to honest, transparent, and ethical financial management and reporting.
- **Evidence-based decision making:** An analytical mindset, using data and research to guide financial decisions that support our mission.
- **Commitment to inclusivity:** A passion for ensuring that our work is accessible and equitable for all, embracing the diverse needs of those affected by congenital CMV.

## Why join us?

- **Make a real impact:** Your financial guidance will be crucial in helping us secure our future and enable us to continue our vital work.
- **Work with a passionate team:** Join a board that is dedicated, collaborative, and committed to making a difference.
- **Shape our financial future:** Play a pivotal role in developing and implementing a sustainable funding strategy, so that we can continue to support future families affected by congenital CMV.

## What this role involves

- Attendance at monthly finance meetings which will be held remotely during the evenings or at a convenient time for the group.
- Attendance at two in-person meetings (currently held on a Saturday in central London). Papers are circulated a week in advance and generally require two hours of advance reading.
- Working closely with the charity book-keeper to approve budgets, accounts and financial statements and ensuring that appropriate accounting procedures and controls are in place.
- Guiding and advising fellow trustees in the board's formal approval of the annual report and externally examined accounts.
- Commitment to be a trustee for a term of three years initially, with a view to review this at the end of the second year.

## How to apply

If you are inspired by our mission and values and believe you can help us build a sustainable future, we would love to hear from you.

Not sure if this role is right for you? For an informal chat, please contact Sarah Dewar, Chair of Trustees, by emailing [recruitment@cmvaction.org.uk](mailto:recruitment@cmvaction.org.uk)

To apply, please submit your CV and a covering letter by 9:00am on Monday 4<sup>th</sup> November to [recruitment@cmvaction.org.uk](mailto:recruitment@cmvaction.org.uk) using the subject line 'Treasurer Application'.

**Help us turn financial challenges into opportunities and secure a brighter future for those affected by congenital CMV.**