Nova
building a vibrant VCSE sector in our District

Role Description - Treasurer

November 2025

Job title	Treasurer
Direct report	Chair of Trustees
Background	Experience in finance, accounting, or charity financial management is helpful. Previous experience as a Treasurer is welcomed but not essential — what matters most is commitment to Nova's values, financial integrity, and supporting the VCSE sector.

Role summary

The Treasurer of Trustees plays a key role in providing strategic financial leadership to Nova Wakefield District. You will work closely with the Board, CEO, Finance Manager, and new accountant to ensure the organisation's finances are well-managed, transparent, and aligned with its strategic goals.

This role involves guiding financial decisions, supporting the development of the Finance Manager, and helping the Board understand and act on financial information. You will also play a key role in planning for the future, including budgets, reserves, long-term planning, and exploring new income streams and enterprising approaches to strengthen Nova's financial resilience.

Nova's current business plan runs until 2026. An important part of this role will be supporting the Board and CEO in developing the next business and strategic plan, ensuring Nova continues to deliver impact while adapting to opportunities and challenges in the sector.

Main responsibilities of the Treasurer

Strategic financial leadership

- Provide high-level oversight of Nova's finances, supporting sound decision-making and long-term sustainability.
- Act as the Board's lead on financial strategy, risk management, compliance, and enterprising opportunities.
- Ensure financial information is used to guide strategic planning, business plan development, and organisational development.

Working with the Finance Manager and Accountant

- Work closely with the Finance Manager and the new accountant to ensure financial systems, processes, and reports are robust and accurate.
- Support the Finance Manager's professional development and ensure their work aligns with Board priorities.
- Provide guidance on complex financial matters, internal controls, compliance, or income generation opportunities.
- Translate technical financial reports into clear, understandable information for Trustees to make informed decisions.
- Chair Finance Sub-Committee, ensuring it provides effective oversight, guidance, and recommendations to the Board.

Financial reporting and communication

- Approve financial reports, budgets, and analyses prepared by the Finance Manager.
- Ensure all financial information presented to the Board is transparent, accurate, and decision-friendly.
- Support reporting to funders, partners, and the Board on financial performance, sustainability, and new income initiatives.

Compliance and governance

- Ensure Nova meets all statutory obligations, including Charity Commission, HMRC, and Companies House (if applicable).

- Provide oversight in the preparation of annual accounts, audits, and internal financial controls, which is managed by the Finance Manager.
- Ensure strong financial risk management is in place and regularly reviewed.

Budgeting, planning and enterprising activity

- Work with the Finance Manager and CEO to approve annual budgets.
- Lead Board discussions on financial strategy, performance, and priorities.
- Provide oversight of cash flow, reserves policy, and long-term planning to ensure organisational sustainability.
- Support the exploration and development of new income streams, enterprising activity, and opportunities to diversify Nova's funding.
- Contribute to the development of the next business and strategic plan beyond the current plan ending in 2026.

Banking, Payments and Controls

- Ensure internal financial controls are followed and updated as needed.
- Provide oversight rather than day-to-day processing, which is handled by the Finance Manager.

Partnership with Leadership Team

- Work closely with the Chair, CEO, and Board to ensure financial considerations inform strategy, business planning, and enterprising opportunities.
- Support financial elements of fundraising, grant reporting, and funding bids.
- Help the Board understand how financial decisions impact Nova's mission, strategy, and long-term sustainability.

What You'll Get Out of Being Treasurer

Being Treasurer is a rewarding way to make a real difference to the VCSE sector in Wakefield District. As part of the role, you can expect:

- Professional support and guidance – work closely with the Chair, CEO, and Finance Manager to understand financial systems, operational matters, and governance responsibilities.

- Access to training and development – opportunities to develop your knowledge of charity accounting, finance leadership, enterprising approaches, and sector best practice.
- Collaborative experience – work alongside a committed Board and staff team to shape strategy, governance, and organisational impact.
- Expenses covered – reasonable out-of-pocket expenses incurred while carrying out your role will be reimbursed.
- Personal and professional fulfilment – the chance to guide a trusted organisation, see the impact of your financial decisions, support enterprising activity, and contribute to strengthening the VCSE sector across Wakefield District.

Person Specification

Qualities of a Treasurer

Essential

- Understanding of charity finances, accounting principles, and financial governance.
- Commitment to Nova's values and mission to strengthen the VCSE sector.
- Strategic thinking with the ability to provide clear, practical financial guidance to the Board.
- Ability to work collaboratively with the Chair, CEO, Finance Manager, and Trustees.
- Strong communication skills and the ability to translate complex financial information into clear advice.
- Integrity, transparency, and commitment to accountability in all financial matters.
- Openness to exploring enterprising opportunities and supporting new income development.

Desirable Qualities

- Experience as a Treasurer or Trustee in a charity or VCSE organisation.
- Knowledge of charity accounting software, procedures, and reporting requirements.

- Leadership experience in financial planning, audits, risk management, or income generation.
- Experience supporting professional development in finance teams.

Time commitment

- The Board meets monthly.
- The Treasurer should be available to the Chair, CEO and Finance on a regular basis, and attend meetings and occasional events, by agreement.
- Additional contact between meetings — usually by phone or email — may be needed.
- Estimated time commitment – 8 hours per month
- In person attendance at up to 2 away days per year