

## OPPORTUNITY FOR A CHARITY TREASURER IN BANBURY



The Let's Play Project is a highly regarded and professionally run charity in Banbury, Oxfordshire, that provides play and leisure opportunities to disabled young people between the ages of 5 and 25. Let's Play Project was started in 2001 by few parents to give their children with special needs an access to the mainstream play and leisure opportunities with support. Since then, it has grown into a charity commissioned by Oxfordshire County Council and regulated by Ofsted and the Charities commission, supporting over 100 families

in North Oxfordshire.

Let's Play is run by a talented and committed core staff of 5, supported by a large and diverse team of play workers and a board of Trustees. Young people are at the heart of everything we do. We provide an after school and holiday club which gives vital play, learning and friendship opportunities for young people with learning and physical difficulties who cannot access mainstream extra-curricular activities.

Let's Play project is proud of its' well established, dedicated, highly skilled and inclusive board of Trustees, who all find their roles incredibly interesting, positive and fulfilling.

Our current Treasurer has been in his role for 6 years and it is time for a succession.

At Let's Play, we play to each other's strengths, and everyone has a lot of transferable skills that are incredibly useful in this setting. Come and meet us, let us share our vision and aspirations - and we guarantee there will be plenty of fun and challenges but equally you will feel how your input makes a difference in the lives of our young people and their families.

### **Role Description & Requirements.**

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. We meet 4 times a year as a Board and undertake a broad range of projects (big and small) in the interim. You will also be chairing a Finance subcommittee that meets to regularly to focus on details of the charity finances.

- Financial Planning, Budgeting, and accounting qualification
- Expertise in Finance and relevant regulations
- Experience working with non-profit organizations or government entities is a plus, but not necessary
- Personal Integrity
- Excellent written and verbal communication skills
- Strong analytical and problem-solving skills
- Commitment and ability to work and effectively as a member of a team.

Please, email our secretary with your CV and/or personal statement at [tatiana.stewart@letsplaybanbury.org](mailto:tatiana.stewart@letsplaybanbury.org)

Please, visit our website and read about us on the Charities Commission page - Charity number 1180524 so you know whether you'd like to be involved.

## **ROLE DESCRIPTION FOR A TREASURER**

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following:

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
  - Cheque signatories
  - Purchasing limits
  - Petty cash/ float
  - Salary payments
  - Pensions
  - PAYE and NI payments
  - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.
- Sitting on appraisal, recruitment and disciplinary panels as required
- Chairing the Finance Sub-Committee

### **QUALITIES**

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Good, independent judgement, willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work and communicate effectively as a member of a team
- Satisfactory regulatory checks, e.g. DBS
- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.