



THE COMMUNITY COUNCIL FOR SOMERSET

Recruitment Pack - Treasurer

WHO WE ARE WHAT WE DO

Established in 1926, The Community Council for Somerset (CCS) is a charity working in all corners of the County. We believe everyone in Somerset should be able to live a healthy, independent and safe life and be part of a strong and thriving community.

Our work starts on the ground where our teams act as advocates using their local expertise to ensure that each community and its people flourish. Somerset is diverse and vibrant and we recognise that each town and village is unique. We can react to the changing needs of each community by working in collaboration to facilitate projects and enterprises that support positive change.

OUR MISSION

To inspire and enable Somerset's people, community organisations and enterprises to take action to build vibrant, visible and resilient communities.

OUR VISION

Vibrant, viable and resilient Somerset Communities with healthy, happy people and strong, sustainable enterprises

OUR AIMS

- Generous collaborator
- Good at what we do
- Added value



Families joined us for the first Interfaith Roadshow run by our Somerset Diverse Communities Team

MESSAGE FROM THE CHAIR

CCS is changing and we are in the process of refreshing our strategy and governance arrangements. We have grown fast and are now the third largest Community Council in the UK and one of the biggest charities in Somerset.

We are especially known for our innovative Village Agents service. We are so much more and the future will bring opportunities and challenges as the world changes around us.

Our passion is seeing Somerset communities thrive, through support for the most vulnerable, for community development, for diversity and inclusion and for enterprise.

A new Treasurer is key to this. Someone who shares our sense of purpose and passion. To deliver this well we need:

- A sustainable financial platform
- To use our limited resources well
- To innovate and invest.

You will bring your lived experience and your knowledge and skills. In return we will support you through induction, training and the equipment you need to do the role.

I really hope you will explore this pack and consider joining us.

Penny James



BOARD OF TRUSTEES



Could you join our Board of Trustees?

The CCS Board of Trustees are a group of people who represent a range of diverse backgrounds and skill sets. They have oversight of the charity and make key decisions to help steer strategic direction.

The Board meets six times a year, usually in our main office located in Taunton, but may be held in other locations in Somerset or via Teams. Each Trustee will commit to an additional (estimated) six hours a month. This time may include being available for regular consultations and input into a range of issues between meetings, usually via email.

As Treasurer, you will chair our Finance sub-Committee and be available for the annual strategy and budget making cycle.

You will form a close relationship with our Finance Manager and their team, providing stewardship, guidance and support.

This is a voluntary role, but we will meet all relevant expenses. You will be appointed for a term of three years and may usually serve a maximum of two consecutive terms.

In return for your commitment, you will be rewarded with knowing you have changed the lives and life chances of many Somerset residents. You will meet new people, learn new skills and be making a real difference.

ROLE DESCRIPTION

Treasurer

Our Treasurer will advise the rest of the Board about the charity's financial position and ensure that financial records and procedures are maintained. Duties of the Treasurer include the following:

- Scrutinising budgets, management accounts and financial statements
- Working with the Chief Executive and Finance Manager to understand the charity's financial resources
- Monitoring accounting procedures and financial controls annually
- Ensuring that the charity has the appropriate financial policies in place, consistent with legal and regulatory responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, the Charity Commission and Companies House
- Ensuring that accounts are audited and any recommendations are implemented
- Sitting on the Finance Sub -Committee
- Keeping the Board of Trustees informed about its financial duties and responsibilities
- Formally presenting the accounts at the annual general meeting



Working with our partners across Somerset

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**Thank you very much,
this is so very helpful,
and a much better long
term solution, you do
such a great job!
Invaluable in our
community.**

Client feedback

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ABOUT YOU

SKILLS YOU MIGHT HAVE

- You may have relevant qualifications but we also believe that knowledge through experience is important
- You understand budgets, financial reports and accounting
- You may have experience in charity accounting (although this is not essential)
- You are a strong communicator and enjoy working in a team to reach a consensus
- You are passionate about our Somerset communities and tackling disadvantage



HOW TO APPLY

If you are interested in becoming a
Trustee we would love to hear from you.
We welcome enquiries from every part of
our community.



Our new Refugee Agents have set up numerous
Welcome Centres around the County