



The Quilt Association
Y Gymdeithas Gwiltau



Trustee Treasurer Role Description

Purpose of the Role

The Trustee Treasurer plays a key role in supporting the effective financial governance and sustainability of The Quilt Association. Working closely with the Chair, Secretary, fellow trustees, and any staff responsible for day-to-day finance administration, the Treasurer helps ensure that the organisation manages its finances responsibly, complies with legal and regulatory requirements, and maintains sound financial oversight.

This role is central to helping the Board make informed decisions, safeguard the charity's resources, and ensure the long-term financial health of the organisation.

Key Responsibilities

In addition to general Trustee responsibilities, as Trustee Treasurer, you will:

- Support the Board in overseeing the financial affairs of the organisation and ensuring that effective financial controls and procedures are in place
- Help ensure that QA operates in line with its governing documents, charity law, company law, and financial regulations
- Work with the Chair, Secretary, and any relevant staff to prepare and present clear financial information to the Board
- Monitor income, expenditure, cash flow, and reserves, helping trustees understand the organisation's financial position
- Support the preparation and approval of annual budgets and financial forecasts
- Ensure that appropriate accounting records are maintained and that financial reporting is accurate and timely
- Support the preparation and submission of annual accounts, returns, and reports to Companies House and the Charity Commission
- Liaise with independent examiners or auditors where required
- Ensure that appropriate financial policies, controls, and risk management processes are in place
- Contribute to strategic planning and decision-making, particularly in relation to financial sustainability and fundraising opportunities
- Act as a point of contact for trustees regarding financial governance and procedures
- Support trustee induction by ensuring new trustees understand the organisation's financial responsibilities and position

Commitment

- Board meetings: currently monthly in person in Llanidloes during the day or early evening. We are very open to shifting this structure for the right people.
- Preparation and follow-up work, including reviewing financial reports and supporting budgeting and reporting processes
- Occasional additional time to support financial governance tasks, annual reporting, and regulatory deadlines
- Attendance at key events where possible
- Trustees are appointed for a term of 2 years, with the possibility of reappointment

Person Specification

We are looking for individuals who are committed to the aims of The Quilt Association and who can contribute to the effective governance and financial sustainability of the organisation.

Essential Qualities and Experience

- Willingness to devote the necessary time and effort to meet deadlines
- Ability to think strategically and make sound judgements
- Good communication and interpersonal skills
- Ability to work collaboratively as part of a board
- A clear understanding of, or willingness to learn about, trustee responsibilities
- Confidence working with financial information and budgets
- An organised and methodical approach to financial oversight and record keeping
- Integrity, accountability, and attention to detail

Desirable Experience

- Experience in finance, bookkeeping, accounting, budgeting, or financial management
- Experience of charity finance, governance, or compliance requirements
- Understanding of financial reporting requirements for charities and companies limited by guarantee

Previous trustee experience is not essential—we will provide induction and support.

Diversity and Inclusion

We welcome applications from individuals from a wide range of backgrounds and are keen to improve the diversity of our Board. We particularly encourage applications from people who bring new perspectives, lived experience, or connections to underrepresented communities.

Previous trustee experience is not essential—we will provide induction and support.

What You Will Receive

Trustees are volunteers who give up their time and skills to further the aims of The Quilt Association. However, we don't want anyone to be out of pocket, so will pay expenses related to carrying out your duties (travel, childcare, sustenance etc.) and will work with you to understand what professional development would be useful to you individually, and as a valued member of the Board.