



Treasurer Role Specification

Role Title:

Treasurer/Trustee

Commitment:

- One day a month treasurer duties
- Monthly Trustee meetings allocation up to 2 hours a month
- Attendance at charity events optional

Position:

Voluntary basis

Responsibilities to include:

- Preparing and presenting monthly financial reports to the Trustee team in a format that helps them to understand the charity's financial position, including the reconciliation of fundraising received, from our multiple channels.
- Ensuring data points provided by the charity's Honorary Officer are correctly reconciled.
- Advising the board on best practice for its financial responsibilities and taking ownership of the financial position of the accounts.
- Proactively Identifying any risks and/or financial concerns and communicating them to the board.
- The preparation of accurate year end accounts for submission and sign off.
- Assist with any external audit questions.
- Day to day financial tasks, such as book-keeping and budgeting.
- Being flexible during the charity's two annual uniform drives to ensure spend keeps within budget for each school.
- Assisting the Honorary Officer with research to achieve savings and implement cost effective buying of stock.

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- Supporting the Chair of Trustees with payments that have been authorised by the board and ensuring all invoices are paid within a timely manner.
- Diarising payment schedules (annual/monthly) subscriptions and reminding the board.
- Paying in cheques and cash donations at the local bank (alongside other board members).
- Supporting the Board of Trustees by actively contributing ideas and suggestions to support and grow the charity.

All Trustees should be willing to:

- Enrich the quality of our charity's delivery
- Provide a unique and different perspective on all aspects of the charity
- Provide contacts and networking opportunities that help promote and raise the profile of Packed with Smiles
- Offer knowledge from previous work and life experiences
- Provide a positive presence between Packed with Smiles, the local community, funders, referrers and other partners upon whom the charity relies, where relevant
- Adopt and wholeheartedly believe in the core values and mission of the charity

How to apply:

Thank you for your interest in the Packed with Smiles Trustee Treasurer position. If you would like to be considered for the position please email elle@packedwithsmiles.org.uk by Friday 17 December 2021.

Thank you for your interest, we will be in touch soon!