

# Big Red Bus Club



We are actively seeking to recruit a Treasurer to our Management Committee interested persons should in the first instance contact the Chair [clarewelburn@hotmail.com](mailto:clarewelburn@hotmail.com)

Big Red Bus Club is a volunteer led family wellbeing centre. We are a dynamic local charity in a period of significant growth. Since becoming a charity in December 2016, we have started new projects and successfully diversified funding streams to underpin our future as an organisation.

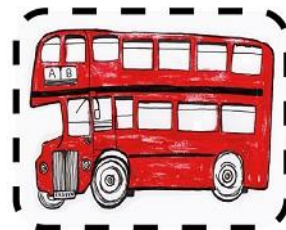
The overall role of the treasurer is to maintain an overview of the BRBC financial affairs, ensure its financial viability and ensure that proper financial records and procedures are established and maintained. We are looking for an individual with financial experience and the experience to support our ambition and growth plans.

## Treasurer of Big Red Bus Club

In addition to the general responsibilities of a committee member, duties of the treasurer should include the following:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Supporting the staff and volunteer team to implement and maintain financial systems
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies – for example, the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities

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- Contributing to the fundraising strategy of the organisation

## Person specification

In addition to the person specification for a trustee, it would be desirable for the treasurer to have the following qualities:

- Financial qualifications and experience
- Some experience or knowledge of charity finance, fundraising and pension schemes
- A willingness to be available to staff for advice and enquiries on an ad hoc basis