

Treasurer (Board of Trustees - Voluntary)

Swansea Community Workshops

The Board of Trustees are looking to recruit a knowledgeable and experienced individual for the voluntary role of Treasurer (Board of Trustees). The main activity at Swansea Community Workshops (SCW) is to provide facilities for hobbies, recreation, and leisure time occupation in a socially interactive and practical environment, where there are skills sharing, learning of new skills, and helping community-based projects. As we are a charity, these facilities are for public benefit, specifically targeting socially excluded members of the local community in Swansea.

Role Overview

Title: Treasurer (Voluntary) **Reports to:** Board of Trustees.

Hours: 6-10 hours per month as minimum. Attendance to monthly sub-committee meetings and bi-monthly Board of Trustee meetings is expected.

Role and Responsibilities

Overall

- 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.

Specifically

- Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.
- Maintain the petty cash system and regularly process petty cash claims.
- Regularly carry out reconciliations/ oversee regular reconciliations by the Centre Manager.
- Liaise with relevant staff, board members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Board of Trustees meetings (balance sheet, cash flow, fundraising performance etc) with assistance from the Centre Manager.
- Alongside the Chair and Centre Manager, provide oversight in 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, as laid out in SCW's Scheme of Delegation and other policies. i.e.:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - 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.

Person Specification

Personal Qualities	• Friendly and approachable • Clear communication skills – both written and verbal. • Good attention to detail • Happy to volunteer on evenings and weekends when required. • Enthusiasm or interest in craft activities
Education, Experience and Knowledge	• A Level or equivalent degree required as minimum. • Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations. • Knowledge of bookkeeping and financial management (as necessary).
Skills	Essential • Good financial analysis skills. • Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat • Excellent customer service skills. • Excellent organisation skills and an ability to work independently. Desirable • Knowledge of specific software and systems, such as WordPress, Skedda. • Clean and valid UK driving license, personal vehicle, and insurance. • Basic Welsh language skills.

The above Role Description and Person Specification should be considered in addition the SCW's standard Trustee Role Description and Person Specification, which is available separately to this document.

Additional Information

Key Dates September 2024 - This is an ongoing recruitment with no fixed deadline for registering your interest.	How to Apply You can apply by registering your interest to bradley@sccw.org.uk.
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