



DreamCatchers WorldWide UK CIC

Treasurer (Trustee Officer Role) — Role Description

Role Purpose

The Treasurer is a trustee officer responsible for maintaining an overview of the financial health of DreamCatchers WorldWide UK CIC. Working closely with the Board and CEO (or senior staff), the Treasurer ensures that proper financial procedures and records are maintained and that the organisation meets its legal and reporting obligations. The Treasurer plays a key role in financial oversight, budgeting, and supporting sustainable decision-making.

Key Responsibilities

1. Financial Oversight

- Monitor the financial performance of the organisation, ensuring it operates within its means and meets its financial objectives.
- Provide regular financial updates and advice to the Board in accessible and clear terms.
- Ensure the organisation has appropriate financial controls, systems, and policies in place and that they are being followed.

2. Budgeting and Planning

- Work with the CEO and staff to develop the annual budget and review financial forecasts.
- Lead financial planning to support the organisation's strategic goals and funding opportunities.
- Alert the Board to any significant financial risks or opportunities.

3. Financial Reporting and Compliance

- Ensure that statutory accounts, annual returns, and confirmation statements are submitted accurately and on time to Companies House and any other relevant bodies.
- Oversee the preparation and approval of management accounts and end-of-year accounts.
- Liaise with accountants, independent examiners, or auditors as required.



4. Governance and Board Contribution

- Actively contribute to the leadership of the Board as a trustee, ensuring decisions are financially sound and legally compliant.
- Support other trustees to develop financial understanding and confidence in reviewing budgets and reports.
- Chair or contribute to any finance-related subcommittees or working groups.

5. Financial Administration (if no finance staff in place)

- Maintain accurate financial records (e.g. income, expenses, invoices, receipts).
- Monitor bank accounts, process payments, and ensure financial data is up to date (e.g. through Xero or spreadsheets).
- Ensure compliance with CIC financial obligations and grant/funding requirements.

Time Commitment

Approximately 10 hours per week, including attendance at quarterly board meetings, review of financial documents, and support for budgeting and reporting activities.

This is a voluntary role. Reasonable expenses may be reimbursed in line with the organisation's policy.