



Newcastle 
Vision Support
Helping you see differently, since 1867

Treasurer

CANDIDATE PACK

Welcome

Thank you for taking interest in the role of Treasurer in Newcastle Vision Support.

We have been proudly supporting visually impaired people in our local area for almost 160 years, during which time we have developed an unrivalled understanding of their needs and how best to support them. Our aim is to enable people with vision impairment to be independent and to feel part of an inclusive and understanding community.

Our support can make a real difference to people dealing with the challenges of sight loss – whether they have recently been diagnosed or lived with sight loss all their lives. We can help people break down the barriers they so often face in every day life, and to live their lives to the full.

We offer practical help and equipment, benefits advice, IT support and a range of activities to allow people with sight loss to be independent and take an active part in their community.

We are a small local Charity, with a friendly team of staff, Trustees and Volunteers. Our Service is continually developing and this is an exciting time to join the Team. We have recently appointed a new Office Manager and are working hard to increase our profile with local businesses and organisations. We are also rapidly expanding our activity programme in order to reach out to as many people as possible.

We work closely with local authorities and are collaborating with other local sight loss Charities with the help of Lottery funding. We are also making a drive to recruit more volunteers to help support our Team to deliver our vital services.

We rely on fundraising for all of our services and this is an ongoing challenge in the current climate but so far we have been very successful.

Our work is more important than ever, with demand for our services growing by at least 10% each year. Your commitment will mean that we can keep making an impact to the people who need our help.

Thank you.

About Us

Who We Are

Founded in 1867, Newcastle Vision Support has a long history of supporting blind and visually impaired people to live independent, fulfilling lives. Our ethos is simple: to help people with sight loss become and remain independent through information, learning, meaningful activities, social opportunities, access to services and empowerment. We believe that working together makes us stronger. That's why we build positive relationships with other organisations, sharing our knowledge, skills and experience to ensure people with sight loss across Newcastle can access the right support when they need it.

As a completely independent local society, we are proud to support more than 1,000 visually impaired people across Newcastle and the surrounding area. Our local roots and long history mean we understand the community we serve, while always looking for new ways to make a positive difference.

Our aims include:

- Providing support to enable people to remain or stay independent.
- Ensure visually impaired people feel part of and involved in an inclusive and understanding community.
- Empower people to know and understand their rights and to take part in community life in Newcastle.
- To ensure all our activities are led by the needs of visually impaired people.

How We Help

Through our dedicated staff and volunteers, we provide practical, emotional and learning support to help people living with sight loss stay independent and connected.

From IT support and learning opportunities to social activities and campaigning for better accessibility, we're here to make a positive difference to the lives of blind and visually impaired people across Newcastle.

Our team is made up of 7 staff and 12 volunteers. The charity is governed by 6 Trustees. To find out more about our Trustees, please click [here](#).

Becoming a Treasurer

What is a Trustee?

Trustees play an important role in guiding the charity and making sure its work remains true to its vision and purpose. They help set the charity's direction and ensure that decisions are always focused on the needs and wellbeing of the people we support.

Our Trustees help make sure the charity has a clear direction and that everything we do reflects our vision and values. They are the 'guardians of purpose', keeping the needs and wellbeing of the people we support at the heart of every decision.

While we're currently looking for a Treasurer, we're also very happy to hear from people who are interested in joining us as a Trustee. We welcome people with different skills, experiences and perspectives who can help us continue to grow and develop.

What is Treasurer?

Alongside their responsibilities as a Trustee, our Treasurer plays an important role in overseeing the charity's financial affairs. They help ensure that appropriate financial controls and procedures are in place, giving the Board confidence that our resources are being managed responsibly and effectively.

Treasurer provides regular updates to the Board on the organisation's financial position and helps everyone understand our financial health. They also take the lead in developing and overseeing our financial plans, helping to ensure Newcastle Vision Support remains financially sustainable and able to continue providing vital support to local people.

Why join Newcastle Vision Support's Board?

As Treasurer, you'll play an important role in helping safeguard the charity's financial health, while also contributing to its wider strategic direction as part of our dedicated Board of Trustees.

This is a rewarding opportunity to use your financial knowledge and experience to make a genuine difference to the lives of blind and visually impaired people across Newcastle. Your expertise will help us make informed decisions, plan for the future and continue providing valuable support to the people who rely on our services.

About the Role

We're looking for a Treasurer to join our friendly and committed Board of Trustees and help support the continued growth and development of Newcastle Vision Support. As Treasurer, you'll play a key role in overseeing our finances and helping us make sound financial decisions for the future.

Working alongside your fellow Trustees, you'll also contribute to the overall governance and strategic direction of the charity. Together, you'll help shape our aims and priorities, ensuring we continue to work effectively, responsibly and in line with our legal and organisational responsibilities.

Key Responsibilities:

- Overseeing the presentation of budgets, accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust financial policies are in place and being implemented, and supporting the development of policies.
- Overseeing the charity's financial risk-management process.
- Ensuring investments and assets are maximised.
- Working alongside the management and bookkeeper to ensure that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and Companies House.
- Prepare brief overview of annual accounts to present to the Board and at the AGM.
- Keeping the board informed about its financial duties and responsibilities.
- Regularly liaise with Management regarding financial matters.
- Use your skills, knowledge and experience to further our work.
- Provide support and monitoring to the Office manager and office staff.



Time Commitment

- The Board meets 4 times a year.
- We ideally like to meet in person, but can accommodate hybrid working if needed.
- AGM once a year.
- There will be ad hoc support required in between Board meetings.

What are we looking for?

Essential

- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting and setting budgets.
- Willingness to be available to work alongside staff to provide advice and support.

Desirable

- Previous experience of charity finance.
- Previous Trustee or Treasurer experience.

A genuine interest in our work and the people we support is important to us. You'll be passionate about helping Newcastle Vision Support make a difference, but you don't need to have any previous experience of sight loss or the charity sector.



How To Apply

The TrusteeWorks Team at Reach Volunteering are supporting Newcastle Vision Support with their Treasurer recruitment.

Applications should be made via TrusteeWorks in the first instance.

To apply please submit your CV/LinkedIn profile along with a cover letter stating why you wish to join the organisation and how your skills and experience would add value to the Board.

We want our recruitment process to be as accessible as possible. If you require any reasonable adjustments at any stage of the recruitment or selection process, please let us know and we will work with you to support your participation.

If you would like an informal conversation to discuss the role further before applying, please get in touch.

Please send applications and enquiries to:

trusteeworks@reachvolunteering.org.uk

We will be reviewing applications as and when we receive them.

