Reading Voluntary Action Treasurer – Role Description

Organisation: Reading Voluntary Action (RVA)

Location: Reading, Berkshire

Reports to: RVA Board of Trustees

Role type: Voluntary Trustee Role (Treasurer)

Purpose of the role

The Treasurer oversees the financial affairs of Reading Voluntary Action and ensures they are conducted in accordance with legal requirements, good practice, and the organisation's ethical values. RVA employs an in-house bookkeeper. The Treasurer supports the board in maintaining sound financial management and accountability.

Key responsibilities

Financial oversight
- Monitor the financial position of the charity and report regularly to the board.
- Ensure proper financial records are kept and effective financial procedures are in place.
- Present clear financial updates at trustee meetings.

Budgeting and planning
- Support the preparation and monitoring of the annual budget.
- Advise the board on financial strategy, sustainability, and risk.

Financial reporting and compliance
- Ensure annual accounts are prepared and submitted in line with UK charity regulations.
- Liaise with any independent examiner or auditor if required.
- Ensure appropriate financial controls and policies are maintained.

Governance
- Work with trustees to ensure funds are used in line with the charity's purpose.
- Support transparent and ethical use of charitable funds.
- Contribute to board discussions and strategic decisions.

Time commitment

- Attend 8 trustee meetings per year (4 board, 4 finance sub-group).
- Support in preparation for quarterly board meetings and annual reporting

Skills and experience

Essential:
- Accounting qualification or similar knowledge / experience

- Integrity and commitment to RVA's mission
- Ability to explain financial information to non-financial trustees

Desirable:
- Experience in accounting including Sage 50 accounting software, bookkeeping, or financial management
- Understanding of charity finance and governance

Support Provided

- Induction and handover from previous treasurer
- Access to financial records and accounting systems
- Access to range of training opportunities as needed
- Support from the Chair and other trustees

Term of Appointment

Trustees are typically appointed on a rolling basis at the Annual General Meeting for a term of three years, renewable subject to RVA's articles (governing document).