

ROLE PROFILE: RUSS TREASURER (VOLUNTEER DIRECTOR)

Executive Summary

The Treasurer provides strategic financial leadership to RUSS, ensuring the organization remains solvent, compliant, and transparent. As a volunteer-led Community Land Trust (CLT), the Treasurer bridges the gap between high-level board strategy and the practical, granular management of rents and service charges, social investment debt, and community-led projects like the Playtower.

Key Responsibilities

1. Strategic Financial Oversight & Compliance

- **Statutory Filings:** Oversee the production and timely submission of annual accounts to the Financial Conduct Authority (FCA).
- **Audit Management:** Act as the lead liaison with appointed auditors (e.g., Third Sector Accounting) to resolve queries and finalize annual reporting. We anticipate this to be an examination rather than a full audit from 2026.
- **Risk Management:** Proactively alert the Board to financial risks, including debt maturity (e.g., Big Issue Invest loans) and liquidity issues.
- **Governance:** Update and maintain finance items on the Risk Register and financial sections of the RUSS policies to ensure alignment with current regulator requirements.

2. Operational Finance & Volunteer Leadership

- **Finance Team Liaison:** Provide direction to the experienced finance volunteer (Dinah) and the Finance/Admin Officer (Judith) regarding Day-to-day financial transactions, bookkeeping and implementation of RUSS's financial controls, policies and procedures – including payment authorizations, VAT returns and bank reconciliations.
- **Payment Authorization:** Act as a primary signatory and final approver for expenditure, ensuring all payments are backed by budget-holder approval.
- **Banking & Systems:** Oversee the management of the Co-op Bank accounts, including the setup of sinking fund reserves and petty cash floats. Lead the administration and "cleanup" of QuickBooks.

3. Residential & Asset Management Finance

- **Service Charge Administration:** Calculate and propose for Board approval annual service charges for residents, including coordination with CDS (the social housing provider) regarding shared costs, VAT recovery, and utilities.
- **Sinking Funds:** Establish and monitor sinking fund contributions to ensure long-term maintenance of the CLT assets.
- **Shared Ownership:** Oversee the annual rent increase process for shared owners based on RPI.
- **Arrears Oversight:** Monitor residential accounts for arrears and coordinate with CDS or internal teams to resolve payment issues.

4. Investment & Projects

- **Social Investment:** Manage the relationship and reporting for major social investors (e.g., Big Issue Invest, Triodos) and plan for future refinancing or equity raises.
- **Community Shares:** Support the strategic development of any community share offers, such as the development of a forward Business Plan for RUSS, to attract withdrawable share capital for future projects.
- **Project Liaison:** Oversee the financial health of the new development projects and other sub-committees, ensuring they operate within grant conditions and budgets.

Committees & Liaison

- **Chair of Finance & Audit Committee (FAC):** Organize monthly meetings, set the agenda, and ensure minutes/actions are tracked.
- **Board Member:** Attend six-weekly Board meetings and any awaydays, to present quarterly management accounts, budget revisions, and cashflow forecasts.
- **General Meetings:** Present the accounts to members in an accessible way.
- **Strategic Stakeholders:** In conjunction with the Chair, liaise with CDS (Managing Agent), Stockdales (Employer's Agent), and legal advisors, where appropriate.

Software & Tools

- **QuickBooks Online:** Lead Admin oversight for the main accounting record.
- **SharePoint:** Ensure all financial documentation, including fire risk assessments and sale documents, are centrally filed for "institutional memory".
- **Excel:** use of spreadsheets and models for financial management and planning.

Person Specification

- **Experience:** Professional background in finance, accounting, or housing management.
- **Skills:** Ability to explain complex financial data to non-experts; experience with social investment or CLT models is a plus.
- **Commitment:** Ability to lead a "sprint" during peak periods (e.g., audit season or new project launches).
- **Values:** Contribute to a collaborative and open culture that upholds RUSS' guiding principles.