

Support U



TREASURER CANDIDATE PACK

About Us



Support U Ltd is a LGBT+ resource centre based in the Thames Valley. We provide frontline support for complex social and mental health issues. We offer support with direct counselling to help with long term wellbeing and isolation/discrimination elimination through holistic support plans.

In addition to counselling, we provide peer support groups and a helpline. We have also just launched a specialist Sexual Violence and Domestic Abuse service covering the Thames Valley.

It is an exciting time to join us as we have grown a lot over the last few years. For example, frontline support is no longer volunteer led as we offer paid staff positions and we are expanding on the support we offer to help ensure we reach LGBT+ people in all communities. To learn more about our work, please click [here](#).

About the Role

We are excited to welcome a new Treasurer to our Board.

As well as acting as a Trustee, the Treasurer maintains an overview of our financial affairs. The Treasurer will ensure that effective and appropriate financial measures, controls and procedures are put in place. You will also report to the Board regularly about the financial health of the organisation.

As bookkeeping and preparation of the organisation's accounts are outsourced, you will take on a more strategic role.

We warmly welcome Trustees from a range of cultures, backgrounds, contexts, ages and experience. We strongly value the contribution that people with these characteristics will bring to our Board discussions.



Responsibilities

- Overseeing the presentation of budgets, internal management 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 and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost-management.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with Chief Executive.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process.
- Ensuring investments and assets are maximised.
- Oversee the development and implementation of systems for appraising, mitigating and reporting risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example the Charity Commission.
- Keeping the Board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.

What are we looking for?

- A finance professional. A knowledge of charity finance is an advantage, or sound commercial experience with understanding of SMEs.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Awareness and empathy for our cause is essential for all Trustees.
- Experience of strategic development and planning.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A willingness to learn.
- Good communication, team-working and interpersonal skills.
- Tactful, diplomatic and able to build relationships.

Full induction and training will be provided to the new Trustee.

Time Commitment

- The Board meets quarterly.
- There will also be ad hoc work in between Trustee meetings, such as reviewing Board papers and accounts.
- The Treasurer meets with the CEO twice a year.
- We are based in Reading and very close to the train station. Ideally Trustees will attend meetings in person, but we are flexible around remote and hybrid working.

How to Apply

Applications should be made via Reach Volunteering in the first instance.

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

Applications should be emailed to
trusteeworks@reachvolunteering.org.uk

