

Trustee Treasurer for Carers Trust Solihull

Purpose of the Role

In 1998, Solihull Carers Centre – trading as *Carers Trust Solihull* was established to provide a range of support to an ever-growing number of unpaid mostly family members providing care to a loved one or friend in the community. It was incorporated with charitable status and registered with Companies House and the Charity Commission in 2002.

Over the last decade, we have successfully managed core Solihull MBC contracts, major grant applications, temporary national and local funding, and general fundraising efforts to maintain staff stability and expand our service and capacity. We have grown significantly, thanks in part to the hard work of all our staff and volunteers.

Our Trustee Treasurer plays a vital role in ensuring the financial health, transparency, and good governance of Carers Trust Solihull. They work with fellow trustees, staff, and external advisors to provide oversight of the charity's finances, helping the board make informed decisions in line with our mission to support unpaid carers. The current incumbent will be retiring after eleven years in the role, and we are keen to find a replacement for this vital position.

Key Responsibilities

You won't be expected to take on everything at once. Each area will be introduced gradually with support from the retiring Treasurer, the CEO, and other trustees.

- Act as the lead trustee for financial matters, ensuring the charity remains financially sound and compliant with all relevant regulations.
- Provide clear financial oversight to the Board of Trustees, supporting good decision-making with accurate financial information.
- Work closely with the CEO, managers, and book keep reviewing budgets, management accounts, and financial forecasts.
- Present financial reports in an accessible way at trustee meetings.
- Oversee the preparation of annual accounts, liaising with the independent examiner as required.
- Support the development of annual budgets in partnership with CEO Team managers and trustees.
- Ensure statutory returns (e.g. Charity Commission) are completed on time.
- Guide the board on financial strategy, risk management, and the reserves policy.
- Ensure the charity operates within its financial means and complies with its governing document, charity law, and other legal requirements.
- Monitor banking arrangements, investment accounts, and financial controls.
- Contribute to the review and updating of financial policies and procedures as required.
- Champion transparency, accountability, and effective use of resources across the organisation.

Skills & Experience

We are looking for someone with:

- Experience in financial management, accounting, or auditing (a professional qualification is desirable but not essential).
- The ability to understand and interpret financial information, and to communicate it clearly to a non-financial audience.
- A good understanding of charity finance, or willingness to learn.
- An eye for detail, combined with the ability to think strategically.
- Integrity, sound judgement, and commitment to Carers Trust Solihull's mission and values.

Time Commitment

- Trustee meetings (usually every 6 weeks).
- Occasional weekly meetings with the bookkeeper and or Management team.
- Time outside of meetings to review reports, liaise with staff, the banks, electronic authorisation and provide oversight.
- Estimated: 10 - 15 hours per month, though this can vary.
- Concentrated time during applications for funding or tenders.

Support & Training

- Induction and ongoing support from the retiring treasurer, fellow trustees and the CEO.
- Access to training and development opportunities in charity governance and finance.

What You Will Gain

- An opportunity to use your skills and experience to make a real difference to carers in Solihull.
- The chance to influence the direction of an established local charity at a strategic level.
- Experience in governance and charity leadership.