

## Treasurer

Charity: Survive

Location: York, YO1 6JH

The role can be carried out mostly remotely.

We would prefer our trustees to be based within York, North Yorkshire or East Riding

Salary: Voluntary with expenses paid

Closing Date: 30<sup>th</sup> April 2021

Survive delivers specialist services to survivors of sexual violence in York, North Yorkshire, and beyond.

We are seeking a treasurer to monitor the financial administration of the charity and report to the board of trustees each month on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements. Responsibilities also include:

- overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees
- leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- leading in the development and implementation of financial reserves, cost management and investment policies
- liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation
- chairing the monthly finance sub-committee meetings in line with standing orders and terms of reference, and reporting back to the board of trustees

- monitoring and advising on the financial viability of the charity
  - overseeing the implementation of and monitoring specific financial controls and adherence to systems
  - advising on the financial implications of the charity's strategic plan
  - overseeing the charity's financial risk management process
  - acting as a counter signatory on charity cheques and important applications to funders
  - liaising with the external auditors or independent examiner on specific issues such as the auditor's or examiner's management letter and the related board representations.
- 

What are we looking for?

In addition to the qualities required of a Trustee of the charity, the Treasurer must also meet the following requirements:-

#### Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Good financial analysis skills.
- Ability to communicate clearly
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Ability to commit time to conduct the role well, including attending events out of office hours

#### Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees

- Experience of financial management, budget-setting, variance reporting, cashflow and accounting systems

### Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
  - Financial management expertise and a broad understanding of charity finance issues
  - Good understanding of charity governance issues
  - Good understanding of risk management, especially in relation to financial risk
  - Knowledge and experience of current fundraising finance practice relevant to voluntary and community organisations.
  - Knowledge of bookkeeping and financial management.
- 

### What difference will you make?

This is an opportunity for a suitably-experienced individual to join our board of trustees to support the delivery of specialist sexual violence services in the region.

The organisation has experienced significant year-on-year growth in terms of referrals and, unfortunately, we anticipate this to accelerate as people emerge from lockdown.

---

### What's in it for the volunteer?

This is an exciting and challenging time to join our board, as we operate in a fast-changing environment; Our interventions make a real difference in the lives of people who have experienced sexual trauma through rape, child sexual abuse, and other forms of sexual violence.

As we are a relatively small charity, being a trustee with Survive means working closely with senior staff, and gaining a good understanding of the operation, in addition allowing individuals to experience the more typical trustee activities relating to finance, risk, governance and strategy.

---

### A few more details

We are working to increase diversity within the board to better reflect the people and communities we serve. We would therefore particularly like to hear from suitably experienced people of colour, people who identify as disabled, members of the LGBTQIA+ community, and men.

Please apply by submitting your CV to [chair@survive-northyorks.org.uk](mailto:chair@survive-northyorks.org.uk).

Please visit our website to find out more about our work:  
[www.survive-northyorks.org.uk](http://www.survive-northyorks.org.uk)