****

**Job Title: Treasurer**

New Beginnings Reading was founded in May 2017 in a direct response to rising poverty and homelessness in Reading. Our charity aims are to provide relief from the effects of poverty, financial hardship and homelessness to people in Reading, Berkshire. Our first service was launched in June 2018 after a year of refurbishing the Queen’s Arms.  Businesses, individuals, churches and schools volunteered alongside the charity trustees to transform a derelict pub, into an alcohol and drug free sanctuary. We support up to 230 people each week across our three services. This number is made up of families and individuals experiencing financial hardship, poverty and homelessness.

Having recently appointed a Centre Manager to lead on the reinstatement of services following the easing of COVID restrictions, we are now seeking a treasurer, not only to work with the other trustees on developing and implementing our future strategy and growth plans, but to act as the authority on all financial matters. Supported by a volunteer bookkeeper, this person will be a key part of New Beginning Reading as it continues to support families and individuals facing the immediate tough winter ahead, as well as longer term hardship.

Roles & Responsibilities:

* Overseeing, approving and presenting budgets, accounts and financial statements
* Being assured that the financial resources of the organisation meet its present and future needs
* Ensuring that the charity has an appropriate reserves policy
* Preparing and presenting financial reports to the board
* Ensuring that appropriate accounting procedures and controls are in place
* Liaising with any paid staff and volunteers about financial matters
* Advising on the financial implications of the organisation’s strategic plans
* Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
* If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
* Keeping the board informed about its financial duties and responsibilities
* Contributing to the fundraising strategy of the organisation
* Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
* Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
* Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* Ensuring that the organisation defines its goals and evaluates performance against agreed targets
* Safeguarding the good name and values of the organisation
* Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensuring the financial stability of the organisation
* Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds.

Personal Qualities:

* A commitment to the organisation
* A willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
* Financial qualifications and experience
* Some experience of charity finance
* The skills to analyse proposals and examine their financial consequences
* Being prepared to make unpopular recommendations to the board
* A willingness to be available for advice and enquiries on an ad hoc basis.

To find out more about New Beginnings please visit [www.newbeginningsreading.org](http://www.newbeginningsreading.org)

To apply, please send you CV and covering letter to [lisa.philpott@newbeginningsreading.org](mailto:lisa.philpott@newbeginningsreading.org)

Closing date: Friday, 19th November 2021