

Gorleston Community Magazine CIC

Treasurer (volunteer)– Role Description

JOB TITLE	Treasurer – voluntary position
HOURS	Attending 12 Board meetings annually (online attendance can be considered). Treasurer duties outside of meetings totalling approximately 4 hours a month.
REPORTING TO	Board of Directors

Job Purpose

To maintain an overview of Gorleston Community Magazine CIC's financial affairs. The Treasurer will ensure that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

Organisational Context

Gorleston Community Magazine CIC is a free magazine provided for the benefit of the population of Gorleston-on-Sea, Norfolk, particularly those who are isolated or digitally excluded, local community organisations, businesses and churches who want to share information about their work and opportunities, and local residents with skills in writing, photography, art or publishing which they would like to develop. It is a community interest company, and therefore any income generated through advertising is reinvested in the magazine and its benefit to the community.

Main Duties and Responsibilities

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Directors.
- 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 CIC.
- Overseeing financial controls and adherence to systems.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Lead on the appointment of and liaison with external auditors.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Registrar of Companies and HMRC.
- Keeping the board informed about its financial duties and responsibilities.

General

- Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information
- Act within our stated values and comply with our policies and procedures
- Represent the organisation in a positive manner

What we are looking for

- A finance professional. A knowledge of charity finance is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors

Terms of office

- Appointment to be reviewed annually.
- This is a voluntary position, but reasonable expenses will be reimbursed if agreed in advance by Directors

For more information or to apply for the position, please contact Anna Heydon, anna.heydon@togethernorfolk.org.uk