

Role Description: Work Stress Solutions Treasurer

Work Stress Solutions (WSS) is based in Epsom, Surrey. It is funded entirely by grants and donations and operates in the Surrey Area. Its purpose is to assist people who are vulnerable through health problems, social isolation, and low confidence to retain or gain employment, education, or voluntary work and to encourage people to thrive within the local community.

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts, and audits.
- Meet the requirements to be a Trustee as set out by the Charities Commission and adhere to the code of conduct:
 - Over 18 years of age
 - Not disqualified under the rules of the Charities Act (i.e. an unspent conviction; disqualified as a company Director; declared bankrupt or undergoing bankruptcy procedures
 - In possession of, or able to acquire clearance by Enhanced DBS disclosure
- Read and adhere to the WSS Constitution, Policies and Procedures

Specifically

- Generate revenue for WSS, support with funding bids, fundraising and other means on increasing the financial stability of WSS
- Liaise with relevant self- employed staff, board members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly oversee the reporting of the financial position at board meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Expenses and travel
 - Invoices and payment for self-employed staff
 - Others as appropriate
- Appraise the financial viability of plans, proposals, and feasibility studies.
- Attend and contribute to Trustee Board Meetings (four times per year).

- Supporting on appointing and liaising with auditors/an independent examiner.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly.
- Ability to fundraise for a charity.