

Vacancy:	Treasurer (Non-Executive Director)
Location:	Remote. With attendance at board meetings in Ramsgate when required.
Remuneration:	This is a voluntary role with expenses reimbursed.
Commitment:	1-2 Days PCM

Vacancy Description:

An exciting opportunity has become available to join the board of Heritage Lab CIC as a Treasurer & Non-Executive Director.

In summary and working with the Finance Officer and Chief Executive Officer, the position is to maintain and improve our company's financial standing and collaborate with colleagues to assess and manage financial risks.

Reporting to the Chair, this is a key strategic position within the Board, enabling us to grow as an organisation, add value to our local community and support our creative regeneration projects with a particular focus on Ramsgate.

We need a treasurer that can help us to make a difference to our community by taking a lead on the following:

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted Community Interest Company accounting practice.
- Ensure proper records are kept by the executive and that effective financial procedures and controls are in place.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Monitor and report on the financial health of the organisation.
- Oversee preparation of budgets, accounts and financial statements, and present these to the board, putting in controls and ensuring the organisation is fully compliant.
- Liaise with relevant 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.
- In conjunction with the finance officer, regularly report the financial position at Board meetings.
- Oversee the production of an annual budget and propose its adoption
- Maintain an up-to-date working knowledge of financial and legal regulations that may affect company decisions or policies
- To work closely with the Finance Officer (presently a part time post); to help and assist the development of internal policies and procedures.

Person Specification. You may have current experience of a similar role, or be on your professional journey towards a more senior position.

- Strong aptitude for numbers and good financial analysis skills.
- Treasury or Auditor or Accountancy experience essential
- Excellent attention to detail, combined with strong organisational skills
- Efficient and thorough approach
- Interest and passion for the regeneration of Ramsgate and/or its heritage
- Knowledge and experience of current finance practice relevant to Community Interest Companies [or demonstrable commitment to learning this quickly]
- Knowledge of bookkeeping and financial management).
- Ability to communicate clearly & succinctly and operate as part of a team

Desirable Skills & Qualifications

Relevant degree, Knowledge of Accounting, Mathematics Skills, Business Understanding, Excellent written and Verbal Communication, Interpersonal Communication, Familiarity with Information Technology systems [HLCIC currently uses Xero], Attention to Detail, Accuracy, Sense of Ethics, Analytical Thinking, Critical Thinking, Decision Making.

About Heritage Lab CIC

Heritage Lab CIC was established to unlock the social and economic potential of historic buildings and community assets. In 2017 our founder led the project with Historic England, local councils and several community organisations to ensure that Ramsgate was the first place in the UK to be established as a Heritage Action Zone. Many of its 450 listed buildings are in a state of poor repair, empty or underused; yet they could represent a powerful tool in the regeneration process. Focusing mainly on the expanding creative sector, we will use our skills and expertise, and those of our partners and community; to bring Ramsgate's heritage buildings and community assets back into sustainable use, creating high quality community space, workspace and jobs and enhancing pride in our town. Complementing other regeneration initiatives, we believe this will reinforce a sense of community, rejuvenate the local economy and provide a catalyst for improvements to the wider area. Over time, we aim to revitalise the overall quality of the built environment and boost health and wellbeing among Ramsgate's remarkable residents through their participation in our *curiously creative spaces*.

How to apply

We would encourage you to pick up the phone in the first instance and call our Chair or Chief Executive for an informal conversation. When you are ready to apply, please send a short CV and covering letter explaining why you think you are a good fit for the role and why the role might be a good fit for you!

Please send applications to hello@heritagelab.org.uk

We look forward to hearing from you!

Chair: Bernie Morgan 07795 275641

CEO: Rob Kenyon 07962253838