Treasurer - PTEN UK & Ireland Patient Group

Charity Overview
PTENUKI is a patient support group whose aim is to improve the lives of PHTS patients in the UK and Ireland. The charity's 3 main objectives are to

- Promote patient health: through support, increased awareness, and the provision of more accurate and accessible information
- Improve healthcare: through the awareness of PHTS within the medical community to help with earlier diagnosis and intervention, and supporting the improvement of better healthcare and treatments
- Support and promote research: into treatment and prevention, and improved coordination of care.

Position
The Treasurer is ultimately responsible for financial matters within the charity, ensuring financial controls and processes are in place, maintaining the financial viability of the charity and ensuring the charity meets its financial legal and regulatory obligations.

Reporting into the Chair of Trustees, the Treasurer prepares budgets and financial reports, advises on financial policies and price / pay changes, works with the Chair to submit annual accounts and returns, and manages any financial systems and changes required.

This is a great role for someone looking to broaden their experience and give back to their local community at the same time, providing essential skills and services to support a really worthwhile and valued cause.

Responsibilities Include

1. Organisational
    a. Lead on appointing and liaising with independent examiners
2. Financial
    a. Responsible for financial control and oversight of the financial status of the charity
    b. Preparing and submitting Annual Accounts
    c. Preparing annual budgets, and preparing year end forecasts if required
    d. Managing and advising on annual staff pay changes
    e. Ensuring financial processes and systems are in place and followed
    f. Ensuring appropriate and accurate financial records are kept
    g. Approving any significant financial proposals and budget requests
3. Ad-hoc
    a. Occasionally carry out bookkeeping reviews and reconciliations
    b. Control access to the charity bank account
    c. Submit Gift Aid claims
    a. To assist in other ad-hoc financial tasks and questions as they arise from time to time

4. Events and Meetings
    a. Attending quarterly trustee meetings presenting budgets and financial status updates to the board, and ensuring sign off of annual accounts

Skills & Experience

- Accounting background and qualifications essential
- Experience of financial management and bookkeeping
- Experience of charity finance and fundraising beneficial

Hours, Remuneration and Application Information

- Voluntary role, 3 year term / commitment
- Unremunerated, travel expenses paid
- Hours: termly board meetings, annual accounts preparation, plus approx. 1 hour per month