



Our Room Manchester

Board Trustee: Treasurer

Volunteer Role

Our Room is a collective, creative space for male, trans and non-binary sex workers. We are an arts and social care charity where creativity is at the heart of all we do. Through playfulness, challenge and creative adventures, we offer people a safe and welcoming space in which to try new things and become inspired.

Our artistic work is underpinned by practical support and advocacy, working with people on interconnected issues such as: housing, substance use, LGBTQIA+ rights, education & training, volunteering and money management.

To achieve all of this, we have a passionate and dedicated multidisciplinary team who are motivated by working collaboratively, openly and creatively. We consider the environmental impact of our work and aim to support and strengthen the sectors we work with by sharing our knowledge, experiences and ideas.

Role description

Key Responsibilities

- To monitor the financial matters of the organisation and report to the Board at regular intervals about the financial health of the organisation.
- To hold accountability of budgets, accounts and financial statements and provide oversight to the Board.
- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invest in line with good governance, legal and regulatory requirements.
- To be instrumental in the development and implementation of financial, reserves and investment policies.
- To ensure that adequate financial controls are in place and are being operated effectively by staff.

Specific duties

- Liaising with the CEO and Head of Development concerning the financial activities of the organisation.
- Inputting into the organisation's relationships with its auditors
- Contributing to annual meeting between the auditors and staff team and reporting outcomes back to the rest of the Board.
- Monitoring and advising on the financial viability of the organisation.
- Implementing and monitoring adherence to specific financial controls and systems.
- Advising on the financial implications of the organisation's strategic plan.

- Acting as a counter-signatory on charity cheques and any applications for funds.

Person Specification

Essential Skills and Experience

- Financial Competence – Understanding of financial management, bookkeeping, and budgeting.
- Attention to Detail – Ability to manage accounts accurately and ensure financial compliance.
- Communication Skills – Capable of explaining financial matters clearly to trustees and stakeholders.
- Integrity and Reliability – Trustworthy and committed to ethical financial practices.
- Understanding of Charity Finances – Knowledge of fund accounting and charity governance.

Desirable Attributes

- Experience in Nonprofit Finance – Prior experience managing charity or voluntary sector finances.
- Knowledge of Financial Software – Familiarity with accounting tools like Xero, QuickBooks, or Excel.
- Strategic Thinking – Ability to contribute to financial planning and sustainability.
- Fundraising Awareness – Understanding of income streams such as grants, donations, and fundraising events.

How to Apply

To apply please email a CV and Covering Letter (both maximum 2 pages) which details how you would be suitable for the role to admin@ourroom.org.uk