

# ERIC Trustee Treasurer Recruitment Pack



**Closing date: Midnight Sunday 31 May 2026**

## Welcome from the Chair of Trustees

This year marks an important milestone for ERIC as we celebrate 35 years of supporting children, young people and families affected by continence challenges. Over those decades, ERIC has grown from a small charity with a clear purpose into the UK's leading charity dedicated to bowel and bladder health in childhood, but our mission remains unchanged: to ensure that no child feels isolated, embarrassed or limited by a condition that can and should be understood and treated. Every day, ERIC makes a practical and lasting difference.

Through our Helpline, information, training and resources, families find reassurance, professionals gain confidence, and children are supported to live healthier, happier and more independent lives. Behind every statistic in this report is a child able to attend school with confidence, a parent who finally feels heard, or a professional equipped to provide the right care.

As Chair of Trustees, I continue to be inspired by the dedication of ERIC's staff, volunteers and partners, and by the resilience of the families we serve. This impact is only possible because of their commitment, alongside the generosity of our supporters and funders. While the environment for charities remains challenging, the need for ERIC's work has never been clearer. We remain ambitious for the future; determined to reach more families, influence better services, and ensure that children's bowel and bladder health receives the attention it deserves.

We are now looking for an exceptional person to take on the role of Treasurer/Trustee. The successful candidate will have a background in finance, strategy, governance and risk management.

Wendy Thompson  
Chair of Trustees

## About ERIC

Childhood continence conditions are common. 1 in 9 children are affected by a bowel or bladder problem such as constipation, soiling bedwetting or daytime wetting. That's around 1.5 million children in the UK - three children in every primary school class and, in an average secondary school, around 40 young people struggle with a wetting or soiling issue.

The embarrassment and shame of a bladder or bowel condition can have a devastating impact on young lives with many children; young people and their families suffer in silence with no-one to help.

ERIC is the only UK-wide charity dedicated to improving the lives of all children and young people (aged 0-19 years and up to 25 for children with additional needs) with bowel and bladder issues.

The long-term impact of families being able to access the support and evidence-based information and guidance they need is that children and young people will have an improved quality of life. Also, they have higher aspirations for their future with the confidence in how to manage and overcome their condition. Both physical and mental health will improve significantly for children and young people as they are freed of the stigma, and parents/carers will also benefit by feeling equipped to support their child, and confident to help them to manage their condition.

ERIC's focus on early intervention, education, research, sales of products and training, is driven by our commitment to support and empower the children, young people and families in need.

### Our Services

- Free helpline
- Information and resources
- Events for families
- Training education and early years workers
- Training the NHS
- Selling products for managing continence conditions

Visit [www.eric.org.uk](http://www.eric.org.uk) for further information on the range of ERIC's services

## Role of the Treasurer to the Board of Trustees (Role Description)

This is a non-paid voluntary position

The treasurer will oversee the monitoring of the organisation's finances on behalf of the whole board of trustees, to report regularly on them to the board. The Treasurer will maintain effective governance of the charity, safeguard its financial viability and ensure that robust processes and procedures are in place to aid financial decision making.

### Strategic

- Assist and advise in the charity's strategic planning, in particular ensuring that the charity's planned activities are deliverable with regard to resources.

### Financial

- Oversee the charity's finances to ensure its regulatory and legal responsibilities are met and comply with charity accounting practice.
- Liaise with the CEO and committee members to ensure the financial viability of the charity.
- Oversee the annual budget (and risk plan) and ensure that charity accounts are prepared and the key issues and risks reported to the trustee board in a timely and effective manner.
- Monitor and report on the financial health of the charity at regular board meetings.
- Lead in the development and implementation of finance policies, such as reserves, cash handling and systems of internal control.
- Ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts, liaising with the Operations Director, the CEO and the charity's accountants as necessary to achieve this.
- Ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies and are fully compliant with the Charity SORP.
- Recommend to the Board appropriate accounting procedures, controls and policies.
- Oversee the appointment of auditors and review on a regular basis.
- Work in close partnership with the Operations Director in executing their responsibilities in relation to leading on finance and achieving their goals.

## **Assets and Investments**

- To ensure that the Charity has an appropriate investment policy
- To ensure that the Charity monitors the performance of its investments and to set an appropriate reserves policy
- To ensure that all equipment and assets are adequately maintained and accounted for.

## **Governance**

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis
- To ensure that the Board's scheme of delegation is reviewed on a regular basis
- To act as Chair of the Finance sub-committee of the Board

## **Time Commitment**

- Trustee meetings take place remotely via Microsoft Teams quarterly
- Finance Committee meetings take place remotely Microsoft Teams monthly
- Time to Check in with the CEO and the Operations Director as required

## **Main duties of a trustee (as listed by the Charity Commission)**

- Ensure the charity is carrying out its purposes to the public benefit
- Comply with the charity governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable
- Dedication to the charity's cause and objectives and willing to act as the charity's ambassador to external bodies, individuals, charities and companies.

## Person Specification

### Essential

- Senior/Executive finance management experience in an organisation of similar size, structure and complexity
- Qualified Accountant who has had exposure to complex financial operations
- Knowledge of charity finance/ charity SORP
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to explain financial information to members of the board and other stakeholders.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors
- Analytical and evaluation skills, demonstrating good judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and the Treasurer role.
- Competent IT skills with working knowledge of Quickbooks (or similar accounting software)
- Strong commitment to the charity
- Forward thinking as well as focused on the present
- Willingness to be available to staff to provide advice and guidance on financial matters

### Desirable

- Previous Trustee or Non-Exec experience.

### How to apply

1. To apply please click the link on the website which will take you through to our recruitment portal. You will need to upload your CV with contact information and a letter detailing why you would like to apply for the role and how your skills and experience match the person specification. **The application window will close at midnight on Sunday 31<sup>st</sup> May 2026.**
2. We will review all applications and will be in touch week commencing 1<sup>st</sup> June.
3. Informal discussions will be arranged with shortlisted candidates
4. Formal interviews will take place via Microsoft Teams on either 8<sup>th</sup> June or 9<sup>th</sup> June.

If you have any questions, please contact CEO Siân Wicks [sian.wicks@eric.org.uk](mailto:sian.wicks@eric.org.uk) who will put you in touch with The Chair of Trustees

Thank you for your interest in supporting ERIC!