Brighton Natural Health Foundation Limited
Community Base 113 Queens Road Brighton BN1 3XG
hello@bnhf.org | www.bnhf.org
company no. 1836964
registered charity no. 290122

Treasurer / Finance Trustee

Location: Brighton – online/hybrid or in-person meetings
Role type: Trustee – voluntary position
Time commitment: Around 4-5 hours per month on average
Term of office: Initial three years and can stand for re-election

About Brighton Natural Health Foundation

At BNHF, we are passionate about tackling health inequalities and believe everyone should have the opportunity to lead happier, healthier lives.

We provide free, inclusive mindful movement classes - including yoga, qigong, mindful walking and Pilates - in the most underserved areas of our city, supporting people who have experienced trauma, homeless people, refugees, older people, and disabled people.

BNHF is entering an exciting new chapter. We have been strengthening and transforming the organisation to meet the needs of our communities. We are now ready to move to the next stage of our development and are looking for new trustees with specialist knowledge and experience to help shape what comes next.

This is an opportunity to bring your professional expertise and passion for social justice to help shape our future and to turn our ambitions into action.

Role Description

As Treasurer & Finance Trustee, you will help ensure BNHF builds a financially strong and sustainable future. Working closely with the BNHF Director, Board and external bookkeeper, you will bring your expertise in finance, accounting, auditing or financial management to support informed decision-making, provide constructive challenge, and ensure the charity's resources are managed effectively. You will also chair our Finance & Fundraising Sub-committee, helping to shape BNHF's financial development.

We are looking for an active, collaborative, and thoughtful trustee who brings professional expertise, sound financial judgement, and strategic thinking. You will join our committed Board at an important point in BNHF's development, with the opportunity to make a meaningful contribution to our future. If you share our commitment to tackling health inequalities and improving community health, we'd love to hear from you.

Role Details

Working with the BNHF Director, the Board and external bookkeeper, key aspects of the role include to:

Financial Strategy & Oversight

- Provide clear financial guidance to the Board, enabling informed, strategic decision-making
- Lead on financial governance, ensuring the charity meets its statutory obligations
- Monitor reserves, cashflow and financial risk, advising on mitigation
- Ensure robust systems for financial management and controls, record-keeping, and compliance
- Oversee the development of the annual budget and advise on long-term financial planning
- Act as chair of the Finance & Fundraising Sub-committee

Financial Operations

- Oversee the charity's external bookkeeper and Xero online accounting system
- Manage the charity's bank/merchant accounts and payments approval system
- Oversee HMRC account including PAYE and gift aid
- Review and approve key payments, contracts, and funding agreements
- Advise on any financial matters relating to contracts, partnerships and employment legislation

Financial Reporting

- Oversee the preparation of year-end accounts and ensure timely completion of regulatory filings
- Present quarterly financial reports at Board meetings in an accessible format
- Liaise with external accountants or independent examiners as required

Fundraising & Sustainability

- Work closely with Fundraising Trustee and advise on financial implications of funding bids, grants and new projects
- Help assess the viability of new initiatives, partnerships and services
- Provide insight into pricing, cost structures, financial risk and sustainability planning

Trustee Responsibilities (all trustees)

- Attend and actively participate in Board and relevant sub-committee meetings
- Provide constructive challenge, oversight and support to the senior team
- Act in the best interests of the charity and its beneficiaries
- Promote the charity externally and help build a strong, positive reputation

Skills & Experience

You don't need to have specific previous experience on a charity board to apply for this. We recognise that many of the skills and experience required are transferable, and you may have gained them in other settings or through other relevant experience. These include:

Essential

- Significant professional experience in finance, accounting, auditing or financial management
- Ability to interpret financial information and communicate clearly to non-specialists
- Strong understanding of budgeting, financial controls and risk management
- Ability to listen and engage effectively
- Reliable, collaborative, and comfortable with challenge and debate
- Commitment to equity, inclusion and BNHF's values, and Nolan's seven principles of public life

Desirable

- Knowledge of charity finance and the charity SORP
- Experience as a trustee or board member, or of working in charities
- Understanding or experience of the mental, physical and social health sector

What you will gain from being a BNHF trustee

- An opportunity to use your professional skills to support community health and wellbeing
- A role in shaping the direction, resilience, and future of a meaningful local charity
- Being part of a supportive, collaborative team of trustees
- Experience in charity governance and strategic leadership

How to Apply

Please send a brief statement of interest and your CV to chair@bnhf.org. For an informal conversation about the role, contact Peter Kinsey– peterkinsey@bnhf.org – 07738 034135.