



JOB DESCRIPTION

Job Title: Voluntary Treasurer

Hours: Attending 6 meetings per year and meeting with staff and external auditors as required (all currently held on Zoom)

Responsible to: Chair of the Board of Trustees

Organisation and Role Summary:

Bromley Third Sector Enterprise (BTSE) is a highly respected consortium of local charities (Age UK Bromley & Greenwich; Bromley, Lewisham and Greenwich Mind; Bromley Mencap; Citizens Advice Bromley; Community Links Bromley and, currently, 58 Associate Members). BTSE is commissioned by the London Borough of Bromley and South East London Clinical Commissioning Group – Bromley, to facilitate the delivery of the Bromley Well Service [Home - Bromley Well](#) worth in excess of £2.3 million a year, as well as a range of smaller projects. BTSE also works in strategic partnership with Bromley, Lewisham and Greenwich Mind and Age UK Bromley and Greenwich to deliver Care Navigation within Bromley's Proactive Care Pathway and the Bromley Dementia Support Hub. Such strong and successful collaborations within the third sector are scarce and BTSE is proud of its achievements to date.

BTSE is looking for someone with the relevant skills to join our Board of Trustees to support us with financial oversight. The Treasurer will work closely with the Chair of the Board and the Chief Executive Officer to ensure we are compliant with Charity Commission expectations and reporting.

Key responsibilities:

- Oversee all financial aspects of the charity, on behalf of the board of trustees, to ensure BTSE's short and long-term viability.
- Assist the Chair and the Chief Executive Officer (CEO) in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.

Duties and tasks to fulfil the key responsibilities

In partnership with the CEO:

- Ensure that the charity operates within the financial guidelines set out in current legislation, by the Charity Commission, in the charity's constitution and by the board.
- Ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly.
- Identify and bring to the attention of the board, any financial risks facing the charity.



- Ensure that the charity's financial resources are sufficient to meet the charity's current and future needs, and to advise the board on the BTSE reserves policy and ensure that this policy is reviewed and monitored regularly.
- Scrutinise the proposed annual budget and advise and guide the board accordingly.
- Scrutinise management accounts, performance against budget, trading performance etc, and advise the board accordingly.
- Scrutinise the charity's cash flow position and to inform the board of any concerns.
- Ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given.
- Ensure that all income due to the charity is received and that all tax relief is claimed.
- Meet the external auditor once a year.
- Formally present the accounts to the annual general meeting drawing to members' attention all relevant matters and respond to questions from the floor

To assist the chair and chief executive officer:

- Ensuring that the board of trustees fulfils its duties and responsibilities for the proper governance of the charity
- Ensuring that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and ensure that monies are invested to the maximum benefit of the charity within the constraints of the law and ethical and other policies laid down by the board
- Ensuring that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit
- Keeping the board informed of its financial duties and responsibilities
- Advising the board on the financial implications and operational risks arising from board decisions, especially the board's strategic and policy decisions
- Advising the board on the financial strategy proposed by the chief executive and to review and monitor the financial strategy on behalf of the board
- Advising, in consultation with the chair and chief executive the level, quantity and frequency of financial information and reporting required by the board to allow the board to fulfil its legal and statutory responsibilities
- Working with the chief executive and bookkeeper to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance
- Ensuring that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation are properly valued, utilised and safeguarded.

What we are looking for:

We are particularly seeking a Trustee who has a strong finance background and a financial qualification to fill our Treasurer role. Other skills, knowledge and experience which would be beneficial are:



- Business planning and development/social entrepreneurship
- Accounting
- Fundraising
- Digital
- Marketing, communications and social media
- Property and facilities management and acquisition
- Change Management