



## The role

**Citizens Advice Bromley is looking for a Trustee / Treasurer (Volunteer Role)**



## Who we are

Citizens Advice Bromley is a well-established, independent local charity providing information and advice to anyone who lives, works or studies in Bromley borough. Our service is free, confidential and impartial. We help people resolve their problems and change their lives for the better. We operate as a part of the National network of Citizens Advice which has 270 offices around the country.

The Trustee Board is committed to helping shape the future of Citizens Advice Bromley and is responsible for the Governance of the organisation.

Our Board is seeking to appoint a Treasurer to oversee the finances of the charity and to help define the direction of the organisation. This is an opportunity to contribute your ideas, skills and experience at a time when our services have never been more needed.

We are looking for a finance professional seeking an interesting and rewarding opportunity. While a financial qualification is desirable, relevant experience is more important. You will have a good financial background, able to explain financial matters based on sound knowledge.

Board meetings are held six times a year. Several sub committees and working groups meet in person or virtually between the Board meetings. The time commitment of the Treasurer varies from month to month and tends to peak during the annual budget preparation and the finalisation of the annual accounts.

## What will you do?

- Oversee the finances of Citizens Advice Bromley ensuring proper controls / control systems are in place and there is adequate record keeping.
- That full financial records are kept for all transactions, that money is only spent for the purpose given and that proper financial controls are in place to safeguard the organisations resources.
- Work with CAB staff such as CEO and Finance Officer on financial matters / produce reports and information for the Trustee Board.
- Monitor the organisations income and expenditure position & ensure the organisation has an appropriate reserves policy and a realistic budget.
- Explain and advise the board on the key assumptions and financial implications of the local budget and annual plans. Present complex financial information in an accessible and engaging way.
- Monitor key financial indicators and report and advise on maintaining a realistic budget to allow CAB to meet its aims and commitments.
- Ensure appropriate accounting policies are in place and that accounts are audited or independently examined and submitted by the relevant deadline to the Audit Commission and / or Register of Companies.
- Prepare and deliver financial presentations to the rest of the Board at Board meetings and the AG
- Keep the Board informed about its financial duties and responsibilities.

## Valuing inclusion

We value diversity, champion equality and challenge discrimination. The selection process will involve informal discussions with candidates followed by a more formal interview.

If you are interested in becoming our Treasurer and would like to apply, please complete the application form on the Bromley Citizens Advice website.

Closing Date: 5pm Friday 12<sup>th</sup> January 2024

## Contact details

If you would like an informal chat before applying please contact  
[recruitment@citizensadvicebromley.org.uk](mailto:recruitment@citizensadvicebromley.org.uk)