

# Volunteer Treasurer (Community Interest Company)

We are looking for a volunteer Treasurer to join our board and help guide the financial health of our small CIC. This is a governance role, not day-to-day bookkeeping, and involves around 2–4 hours per month. You'll provide financial oversight, support budgeting and reporting, and ensure we meet our statutory obligations.

We welcome applicants with finance or bookkeeping experience (formal qualifications not essential) who can explain figures clearly to non-financial colleagues. In return, you'll gain valuable board-level experience, contribute to community impact, and help shape the future of our organisation.

## About the Role

We are seeking a volunteer Treasurer to join our board of directors and help oversee the financial health of our CIC. This is a governance role, not a day-to-day finance job, and is ideal for someone who wants to contribute their skills to support a small, values-driven organisation.

## Key Responsibilities

- Provide financial oversight and guidance to the board.
- Ensure accurate record-keeping and compliance with CIC reporting requirements.
- Support the preparation of budgets, annual accounts, and statutory filings.
- Present clear financial updates at board meetings.
- Advise on the financial implications of projects and funding applications.
- Act as a signatory for payments, ensuring good financial controls.

## Person Specification

- Experience in finance, bookkeeping, or accountancy (formal qualifications not essential).
- Ability to explain financial information clearly to non-financial colleagues.
- Commitment to the CIC's mission and values.
- Reliability and integrity in handling financial matters.

## Time Commitment

- Approx. 2–4 hours per month, including quarterly board meetings.
- Additional input during budgeting and year-end reporting.

## **What We Offer**

- The opportunity to make a meaningful impact in the community.
  - A collaborative board environment where your expertise is valued.
  - Experience in governance and financial stewardship within the social enterprise sector.
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