



Role description

Treasurer, Board of Trustees

Where: Spark Somerset Office in Hambridge, and remotely

When: Four meetings per year, plus occasional finance subcommittee meetings

We're on a mission to help change lives and build healthy and resilient communities.

We do this by supporting and championing voluntary, community, faith and social enterprise (VCFSE) organisations and providing a range of services, training and advice. We also believe that everyone should have the opportunity to thrive and so we work with local partners to provide volunteering opportunities for all.

Our exceptional Board of Trustees make this all possible, and we're on the lookout for people who share our vision and passion to join them.

We are keen that our board members come from all walks of life, just like the communities we support, and welcome applications from those involved with the organisations we work with to help expand the experience and knowledge of our board.

We are specifically looking for a new Treasurer to join our Board of Trustees to help oversee the financial affairs of the charity and work closely with our Chair and Senior Management team to safeguard our finances and help shape our future growth.

Whilst previous experience of trusteeship is not essential – you will ideally be a qualified accountant with proven experience in a financial management role. You will also have a strong understanding of accounting principles and be able to confidently communicate and present financial information in a clear and competent manner.

Will you help us create a Somerset where anyone can make great things happen for their communities?

Main responsibilities and accountabilities

In partnership with the Chair, Chief Executive and Finance & Operations Manager, the Treasurer will:

- Assist the Chief Executive, Finance & Operations Manager, and Board in the oversight of Spark Somerset's financial affairs, ensuring the organisations financial viability both now and in the future
- Assist the Chair, other trustees and the Chief Executive in ensuring that the Board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity
- Help ensure that Spark Somerset has appropriate and robust systems, policies and procedures for budgeting, financial controls and reporting
- Offer the Chief Executive and Finance & Operations Manager advice and guidance on financial strategy, budgeting and forecasting
- Assist the Finance & Operations Manager with preparing quarterly accounts and forecasts for review at board meetings

Trustee responsibilities and accountabilities

- Ensure that Spark Somerset complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that Spark Somerset meets its objects as defined in its Governing Document
- Maintain sound financial management of the charity, ensuring expenditure is in line with its objectives, and investment activities meet accepted standards and policies
- To contribute actively to the Board and Senior Leadership Team in giving clear strategic direction to Spark Somerset, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of Spark Somerset
- To act in the best interest of Spark Somerset, beneficiaries, staff and volunteers at all times
- To ensure the effective and efficient administration of Spark Somerset and its resources, striving for good governance
- To read, understand and consider questions about Board papers prior to meetings and contribute to Board discussion as appropriate
- To draw upon their experience and expertise offering guidance on new initiatives and consider any issues that may arise
- To represent Spark Somerset at meetings and events as and when appropriate

This role is subject to appropriate checks and references in line with the Charities Act and our Volunteer Policy.

Training and Induction

You will receive an induction on the work of Spark Somerset and have the opportunity to meet our Trustees and staff. Additional training is available to support continued professional development.

Payment of expenses

Agreed out of pocket expenses will be reimbursed.

Person Specification

All criteria listed (in no particular order) is important, however particular attention should be given to those marked 'E' which are essential requirements. Please provide examples in your application or covering letter and evidence of how you meet them.

If your application is successful, you will be invited to meet some members of our Board to discuss your application and experience.

Following the interview, you may be invited to observe our next Board meeting and meet the wider team to ensure that you are a good fit with the Trustee Board.

Category	Criteria	Essential (E) Desirable (D)
Experience	Knowledge of fundraising relevant to voluntary and community organisations	D
	Previous experience of Financial Management Knowledge and Accountancy	E
	Previous Management/Board Experience	D
	Experience of Trusteeship or committee work	D
	Leadership experience	D
Skills, Knowledge and abilities	Strategic vision	D
	Good independent judgement	E
	Ability to think creatively	D
	Ability to work effectively as a team	E
	Good communication and interpersonal skills	E
	Ability to communicate and present financial information, data confidently	E

	Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership	D
Personal Qualities	Commitment to the organisation	D
	Tact and diplomacy	E
	Impartiality and the ability to respect confidences	E
	Willingness to speak and challenge	D
Additional Factors	Willingness to devote time and effort as necessary	E
	Trustee understands legal duties, liabilities, and responsibilities	E

Diversity and inclusivity

A diverse voice is a more powerful voice. Diversity in our people brings new viewpoints; driving debate, encouraging creativity, and helping us to engage with new audiences to achieve the greatest impact in our communities. As such, we encourage applications from people who belong to groups which are often marginalised in society or those who already work or volunteer with another organisation.

To apply

To apply, please submit your CV and cover letter explaining how your skills and experience meet the requirements of the role to recruitment@sparksomerset.org.uk.

For an informal chat about the role, please contact Grahame Paine, Chair of Trustees, by emailing grahame.paine@sparksomerset.org.uk.

Closing Date: Sunday 23 February 2025

Interview Date: Interviews are expecting to take place during the week commencing Monday 3 March 2025.