

SURREY WELFARE RIGHTS UNIT IS SEEKING TO RECRUIT A TREASURER

We're looking for a motivated finance professional to join our Trustee Board as Treasurer, provide us with financial strategic direction and help us maintain our long-term sustainability

Working closely with our Chair and Chief Officer, your key responsibilities will include:

- Keeping the Board informed about its financial duties and responsibilities
- Guiding and advising the Board in the approval of budgets, accounts and financial statements
- Chairing the Board's Finance Sub-Committee
- Reviewing the quarterly and year end accounts produced by our Administrator
- Presenting the year end accounts at the Annual General Meeting
- Ensuring that proper financial procedures and controls are in place to safeguard the charity's resources
- Ensuring that the charity has appropriate reserves and investment policies

You don't need to have been a trustee before, but you'll need to:

- have recognised professional financial qualifications or experience
- ideally, have some knowledge or experience of charity finances
- be familiar with Quickbooks accounting systems and spreadsheets
- have the skills to analyse proposals and examine their financial consequences
- be able to explain complex financial information in an accessible way
- be able to exercise good independent judgment and if necessary to make difficult recommendations
- work effectively as part of a team
- have the time and flexibility to respond to the demands of the charity
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality, equality and data protection
- represent Citizens Advice professionally at all times

If you are interested in joining our successful and expanding service, as we continue to meet the advice needs of the diverse communities we serve, we would love to hear from you. To give a flavour of what we do, we have included our 2024/25 Impact Report. You can also find out more on www.swru.org

To find out more, please email our Chair at chair@swru.org

We welcome applications from all sections of the community and different backgrounds who will bring enthusiasm and a fresh perspective.