

Role Profile – Treasurer

Thank you for your interest in becoming our next Treasurer.

Volunteering Matters brings people together through volunteering and social action to create fairer, more connected communities. As Treasurer, you'll play a key role in helping us manage our finances wisely, support our Board with clear information, and ensure we continue to have the resources we need to make a lasting impact. We are looking for someone with a good understanding of financial management, a collaborative approach, and a passion for our mission.

What Being a Treasurer Involves

As Treasurer, you'll:

- Be part of our Board of Trustees
- Join **quarterly Board meetings**, helping guide decision-making and strategy
- Chair the **Finance & Audit Committee**, which also meets quarterly
- Help review and prepare key financial documents and reports
- Be available for occasional ad hoc meetings, especially when timely financial input is needed
- Take part in the **annual Trustee Strategy Day**

We also warmly encourage Trustees to visit our local projects and meet volunteers and staff whenever possible. It's a great way to see the impact of our work first-hand and to connect more deeply with the people who make it happen.

This is a **voluntary role**, but we cover any expenses you incur while carrying out your duties as a Trustee.

Purpose of the role

The Treasurer helps the Board fulfil its responsibilities around finance and risk, ensuring we remain sustainable, compliant, and aligned with our values. You'll work closely with fellow trustees, staff, and external advisers to ensure that our financial practices are transparent, ethical, and fit for purpose.

Key Contributions

Supporting Financial Oversight

- Work with Executive team and the Board to provide an analytical review of budgets and financial performance, proposing corrective action.

- Help us ensure that resources are well managed and support our strategic goals
- Supporting us to meet our legal responsibilities around reporting and compliance, including overseeing the preparation of annual accounts and liaising with external auditors.

Simplifying Financial Information

- Supporting the Executive team in the preparation and presentation of financial reports to the board at regular intervals, supporting Trustee colleagues to **understand key financial documents**, even if they don't have finance backgrounds
- Help shape a culture of openness and understanding around charity finance

Chairing the Finance & Audit Committee

- Lead quarterly meetings in a constructive and inclusive way, providing direction on financial risk management
- Guide discussions on budgets, reserves, funding, and risk
- Work closely with the Chair, CEO, and Finance team to support them in preparing papers and highlight key issues to be discussed.

Supporting Income and Fundraising

- Offer a financial perspective on fundraising ideas and income generation
- Help us think strategically about resources and long-term planning

What We're Looking For

You'll likely have experience in finance, accounting, or charity financial management, but just as importantly, you'll have a **collaborative mindset**, a passion for our mission, and a desire to make finance feel accessible and empowering for others.

We Value Lived Experience

We strongly encourage applications from individuals who bring lived experience that reflects the diversity of the communities we serve. We believe this enhances our learning, deepens our understanding, and improves our decision-making as a Board.

Together, We Can Make a Difference

As Treasurer you'll be a key part of a Board of Trustees that's passionate about making a difference through volunteering. You'll help shape the future of a respected UK charity, develop your leadership and governance skills, and connect with people who care deeply about social change.

If this sounds like something you'd like to be part of, we'd love to hear from you.

As the role of Treasurer is a Trustee, please read this role document alongside the Trustee role profile.