



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 will be part of a supportive and committed Board that works together to guide the charity's strategic direction and ensure good governance. Your involvement will include:

- Joining **quarterly Board meetings**, helping guide decision-making and strategy
- Chairing the **Finance & Audit Committee**, which also meets quarterly
- Help review and prepare key financial documents and reports
- Be available for occasional ad hoc or urgent matters and 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. As a Trustee, you will work collaboratively with the rest of the Board to help Volunteering Matters achieve its vision and deliver on our mission through strong governance, effective strategy and meaningful impact.

Key Contributions as a Trustee

- Support and uphold the values and purpose of Volunteering Matters in everything you do
- Help us follow the principles set out in our Trustee Code of Conduct
- Work with the Board and Leadership Team to shape and oversee the delivery of our strategic plan

- Bring your own networks and ideas to help raise the profile of our work and open up new opportunities
- Represent Volunteering Matters at events or meetings when needed
- Contribute to a culture of good governance, openness and accountability
- Be involved, where appropriate, in the recruitment of Senior Leadership
- Take part in a Trustee induction and any further training that supports your development in the role

Key Contributions as Treasurer

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're looking for people who believe in the value of volunteering and want to use their experience to make a real difference. You don't need to have previous Trustee experience – what matters most is your commitment and willingness to contribute.

You'll bring:

- A genuine interest in our mission and values
- Enthusiasm for the role volunteers play in strengthening communities
- A collaborative spirit and openness to different perspectives
- The time and energy to contribute meaningfully
- A commitment to diversity, inclusion and anti-racism
- An understanding (or willingness to learn) about the legal responsibilities of Trusteeship
- The ability to act in the best interests of the charity and support its positive reputation

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.