



Job Description – Honorary Treasurer

Hours: Approximately 1 hour a week plus 1 board meeting every 6 weeks & 1 finance committee meeting in between each board meeting

Salary: Voluntary position

Accountable to: Chair of the Board of Trustees

Location: Caerphilly Miners Centre

Introduction

Caerphilly Miners Centre's vision is to restore our former hospital as community hub which supports the well-being of our community, celebrates our heritage, and minimises our impact on climate change. Our charity was registered in 2012 and following refurbishment was opened in 2015, including rooms for well-being activities, learning, socialising and opportunities for volunteering and personal development. In 2023-24 we supported 450 visitors per week, had 100 registered volunteers and our turnover was £260,000 (including £70,000 revenue and £100,000 capital grants).

We're looking for a treasurer who can monitor the financial administration of the charity; oversee our risk management process, oversee and present budgets, ensure proper accounting records are kept and advise on the financial viability of our charity and the financial implications of our strategic plan.

An overview of the role of Treasurer

The role of the treasurer can be summarised as follows:

- monitoring the financial administration of the charity and reporting to the board of trustees, in compliance with the governing document.
- overseeing the charity's financial risk-management process;
- acting as a counter signatory on cheques and applications to funders; and
- board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.

The Honorary Treasurer's duties will include:

- overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees;
- ensuring that proper accounting records are kept, financial resources are properly invested and economically spent;
- liaising with relevant members of staff;
- chairing any finance committee and reporting back to the trustees;
- monitoring and advising on the financial viability of the charity;
- overseeing the implementation of and monitoring financial systems;
- advising on the financial implications of the charity's strategic plan;

To apply:

Please email a cover letter stating why you're interested in this role and your background experience to: secretary@caerphillyminerscentre.org.uk