



Rainbow Centre

Role Description

Empowering individuals and families experiencing deprivation or hardship, in order that they may have a future with stability, dignity and hope.

Honorary Treasurer

Purpose:

- To monitor the charity's financial administration, provide advice, assistance and information to the Board of Trustees on their financial stewardship responsibilities, and act as the primary point of contact between the Board of Trustees and the Finance Officer on financial matters.

Location:

- Rainbow Centre, 69 Sandgate Road, Folkestone. CT20 2AF for Trustee Board meetings but can work from home to prepare reports.

Responsible to: Chair of the Trustees

Time Commitment:

- Approximately 1 day per month, with availability to attend bimonthly Trustees Board meetings held on Tuesdays from 2 pm to 4.30 pm. Meeting dates will be confirmed at the beginning of each year.

Principal tasks:

- Overseeing and presenting budgets, internal management accounts, and annual financial statements to the board of trustees. This entails meeting with the finance officer, chair, and CEO to draft the annual budget and to review the accounts independently examined by qualified accountants.
- Maintaining oversight of the charity's finances to ensure that proper accounting records are kept and that financial resources are properly controlled, invested and spent economically, in line with good governance and legal and Charity Commission and Companies House regulatory requirements.
- Before each board meeting, the treasurer liaises with the finance officer to prepare the management accounts and the narrative explaining the figures, and presents the report at the meeting.
- Each month, review the cash flow report to help monitor the financial health and advise on the financial viability of the charity
- Leading discussions on financial reserves, cost management and investment policies.
- Statutory financial reporting – The Treasurer's task is to guide and advise fellow trustees on the board's formal approval of the annual accounts, which are independently examined by qualified accountants. Therefore, the Treasurer must be fully aware of their content, regardless of any involvement in their preparation.

Skills and Qualifications:

- Financial qualifications such as chartered accountant desirable.
- Excellent communication skills
- Highly organised with excellent administrative skills including attention to detail
- Competence and confidence in using computer programmes and databases

Training and Support:

- The outgoing Honorary Treasurer will give you general induction training.
- You will be introduced to the FRC services by the Chair of the Trustees.

Application Procedure: In the first instance, email your interest to the Chair of the Trustees, Dr Peter Le Feuvre. Peter.Lefeuvre@rainbow-centre.org

References will be sought upon application. This role does NOT require a DBS check.

It is vitally important to maintain a high degree of confidentiality in this role. The Rainbow Centre is committed to compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation.

This is a voluntary role, although reasonable expenses, such as travel costs, will be reimbursed.