

Direct Report

Works closely with the Roundabout chairman, Board of Trustees, Roundabout Manager and Company Secretary

Overall Purpose of Role

Trustees are ultimately responsible for the charitable organisation including setting the strategic direction of the organisation and ensuring the organisation acts lawfully and furthers its charitable aims.

About Roundabout

For the past 25yrs Roundabout a primarily volunteer organisation has been distributing donated essential furniture and other household items via a referral process to individuals and families in financial need across Worcestershire, North Cotswolds and West Warwickshire. Roundabout has approximately 40 regular volunteers of which over a third are living with or recovering from mental health issues or have a physical disability or both. Roundabout prides itself on being very inclusive.

In 2019 Roundabout was presented with the Queens Award for Voluntary Service in recognition of their charitable achievements. The (QAVS) is the highest award given to UK volunteer groups being equivalent to the MBE.

Key tasks and responsibilities – Roundabout Honorary Treasurer

Present the quarterly finance report to the Board and keep the Board aware of its financial responsibilities.

Make a formal presentation of the accounts at the Annual General Meeting drawing attention to important points in an easily understandable way if required.

Ensure that the organisation plans and runs its financial affairs in such a way that its resources meet its present and future needs.

Ensure that the organisation has an appropriate reserves and investment policy.

Ensure the Board is kept updated of relevant accounting good practice, including from the Charity Commissioners.

Liaise with our independent examiner accountant as required.

Ensure that the accounts are audited in the manner prescribed by regulations, and any recommendations of the auditors implemented.

To work with and provide support to the Roundabout Manager and Company Secretary with regard to best practice in keeping the charities accounts accurate and up-to-date and on financial matters generally.

Person Specification

Preferably have a recognised financial qualification. Conversant with relevant accounting packages such as SAGE.

Experience & abilities

Relevant experience as an accountant, auditor, bookkeeper or former Honorary Treasurer position, knowledge and experience of current finance practice relevant to charitable organisations.

Experience of working as part of a small team or Trustee Board and decision-making ability to produce and interpret financial information clearly, against operational and strategic plans. Ability to commit to the time and requirements of the Roundabout charity.

Personal attributes

Have excellent interpersonal and communication skills. Able to problem solve and is well organised, able to prioritise, work to deadlines and work on their own initiative. Committed and pro-active member of the board, conscientious with an attention to detail. Interested and supportive of Roundabout's charitable objectives.

Time commitment and location

The Roundabout board meets five times a year including the AGM and board meetings are held at Roundabout's Blackminster base.