



Treasurer Recruitment Pack

Introduction

Thank you for taking the time to find out more about joining the Board of Trustees at Bramber Bakehouse. We are a charity working alongside women who've experienced abuse, exploitation and displacement. We want women to have a healthy, meaningful life, despite their past circumstances.

Over the next three years we plan to enhance our financial sustainability. This will enable us to grow our service delivery, meeting a growing demand for women in need to access safe, trauma-informed support and care.

None of this would be possible without the input and support of a skilled and engaged Board of Trustees. In order to support our plans, we are looking for a highly-skilled Treasurer to support us in our mission.

If that's you, I hope you feel inspired to join us!

Frances Duncan
Chair of the Board of Trustees



About Us

Vision

We want women to have a healthy, meaningful life..

Mission

Bramber Bakehouse provides women with the confidence, knowledge and skills for a positive future.

Values

Empowerment – we empower women to lead safe, purposeful, independent lives.

Community – we bring women together to build community and experience belonging.

Equity – we promote equity, challenge inequality and drive change.

Our Three Year Strategy

We're completing our three-year strategic plan, ensuring as many women as possible can access our services, leading to healthy, meaningful lives.

Operational Excellence

We are continuing to develop and deliver effective, trauma-informed programmes focused on baking, wellbeing and life skills, creating pathways to independence for women who've experienced abuse, exploitation and displacement.

Sustainability

We are looking for new ways to generate income, creating a healthy, stable future for the charity to thrive. Alongside this, we are continuing to build a strong community of trusted partners.

Growth

We are looking to identify a safe, convenient location to establish a permanent hub working towards a social enterprise model. As a result, we'll support more women than ever before with new opportunities to learn, build community and step into a positive future.



Treasurer Role Description

The Board of Trustees meet six times a year: four early-evening meetings and two weekend away-days, based in Brighton.

Trustees are given a full induction, receive training opportunities and can claim reasonable expenses to enable them to carry out their duties.

Main Tasks

- Reflect the organisation's vision and values, strategy and policies
- Work closely with the board to formulate and review the strategic aims of the organisation
- Ensure the policy and practices of the organisation are in keeping with its aims
- Ensure that the organisation functions within the legal and financial requirements of a charity and company limited by guarantee
- Use resources effectively and efficiently
- Ensure best practice is developed and applied
- Monitor and evaluate the performance of the organisation
- Take part in training sessions
- Contribute specific skills, interests and contacts
- Fulfil other duties as required from time to time by the Board of Trustees

The Role of the Treasurer

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure proper financial records and procedures are maintained. This includes being accountable to the Chair and Trustees and being open to investigation, discussion and resolution.

In addition to the general responsibilities of a trustee (see above), duties of a treasurer include the following:

- Work alongside the CEO to oversee, approve and present budgets, accounts and financial statements
- Chair the Finance Committee meetings (meetings take place once a month for 1.5 hours)
- Be assured that the financial resources of the organisation meet its present and future needs
- Ensure the charity has an appropriate reserves policy
- Working alongside the CEO, Finance Officer and Chair, present financial reports to the Board of Trustees
- Ensure appropriate accounting procedures and controls are in place
- Liaise with any paid staff and volunteers relating to financial matters

- Advise on the financial implications of the organisation's strategic plans
- Ensure the charity has an appropriate investment policy, if and when applicable
- Ensure there is no conflict between any investment held and the aims and objectives of the charity
- Ensure the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or Companies House
- Work alongside the Accountant and Independent Examiner to ensure the accounts are scrutinised in the manner required, with any recommendations implemented
- Keep the board informed about its financial duties and responsibilities
- Contribute to the fundraising strategy of the organisation
- Make a formal presentation of the accounts at the annual general meeting (AGM), drawing attention to important points in a coherent and easily understandable way

Skills, attributes and experience

- Commitment to the organisation and the needs of female survivors
- Fully qualified chartered accountant / financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- Ability to analyse proposals and examine their financial consequences
- Willingness to speak one's mind and listen to others
- Strategic vision
- Sound, independent judgement
- Willingness to devote the necessary time and effort
- Ability to work effectively within a team
- Good communication and people management skills
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Experience in the social enterprise space is an advantage.

Our commitment to equity, diversity and inclusion

We aim to achieve equity, diversity and inclusion at every level of our workforce. We believe organisational diversity matters and we will be more accountable and better able to assess the needs of the women we support if we have a good range of perspectives within our team.

How to Apply

To apply for this role, please complete our [online application form](#).

If you have any questions, please email recruitment@bramberbakehouse.co.uk