**Honorary Treasurer Recruitment**

***Do you have financial skills and enthusiasm to help a charity that is supporting local people to overcome their problems, and speaking up for those who are treated unjustly?***

***Then you could be the next Honorary Treasurer for Citizens Advice Wigan Borough***

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***We’re looking for a new Honorary Treasurer to join our Board***

***WE’RE RECRUITING!***

Set up as a charitable organisation in 1989 following the amalgamation of several Citizens Advice Bureaux, Citizens Advice Wigan Borough (CAWB) has been supporting local people with advice and support on matters such as welfare benefits, debt, energy housing and employment for over 30 years. In the financial year ending March 2023 we supported nearly 12,000 unique clients with over 42,000 issues, helping our clients gain or maintain income equating to almost £5.5 million (based on an annualised equivalent).

**The role and what we are looking for in a new Honorary Treasurer**

Trustees are the people who are responsible for deciding how the organisation is run, including setting the strategy, deciding how resources are used, and making sure the charity is fulfilling its purpose. Our Board includes people with experience and skills in managing the charity as well as some newer trustees.

**We are looking for a new Honorary Treasurer to join our Board of Trustees and help us achieve our mission. We expect that the successful candidate will be someone with knowledge and experience of organisational finances, who can explain complex finance information in an accessible way. Ideally they might also have some experience of charities, but that is not essential**.

We are particularly keen to broaden the diversity of our Board, for example in terms of background, ethnicity and disability.

Please note that this is a voluntary position, but reasonable expenses will be paid.

**Closing date for applications: Monday 5 February 2024.** To apply for this position please send the following to Beverley Jordan, Chair of the Board ([headoffice@cawb.org.uk](mailto:headoffice@cawb.org.uk)):

* Application form ([available via our website](https://www.cawb.org.uk/trustee-recruitment))
* CV

**Interviews will be in person at our Leigh office on Thursday 15 February 2024**

If you would like to discuss the role informally, please email the Chair of the Board, Beverley Jordan ([b.jordan@cawb.org.uk](mailto:b.jordan@cawb.org.uk)) with your contact details.

**Key Responsibilities of the Treasurer**

* explain, guide and advise the Board on the key assumptions and financial implications of the CAWB budgets, operational and strategic plans
* ensure that CAWB has an appropriate reserves policy and a realistic budget that meets the services’ needs
* Explain, guide and advise the Board on the approval of budgets, accounts and financial statements with the organisation’s framework
* keep the board informed about its financial duties and responsibilities
* monitor the organisation’s income and expenditure position and present accessible reports at least quarterly to ensure board members understand the accounts and implications

**What’s in it for you?**

* make a positive impact for people in your local area by ensuring CAWB is sustainable and meeting the needs of our communities
* meet people and develop relationships with trustees, staff and other volunteers
* build on your governance, leadership and strategic skills
* increase your employability

**Person Specification**

You’ll need to:

* understand and accept the responsibilities and liabilities as trustees
* have financial qualifications or experience
* some knowledge or experience of charity finances, fundraising, financial consequences and pension schemes is preferred but not essential
* excellent numeracy skills to understand accounts
* be able to explain complex financial information in an accessible way
* have good listening, verbal and written communication skills
* be able to exercise good independent judgement and if necessary make difficult recommendations
* be non-judgmental and respect views, values and cultures that are different to your own
* be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
* be willing to undertake training in your role