



Treasurer Trustee Role Description – May 2021

Big Futures Foundation is looking to recruit an experienced and committed Treasurer to join our Board of Trustees.

About Us

Big Futures Foundation is a York based charity supporting children from disadvantaged backgrounds from 5 years old, right through to when they start work. Our goal is to close the academic attainment gap, helping children succeed in school, in work, and in life. We work in partnership with schools to help children and their families improve their emotional wellbeing and life skills. www.bigfuturesfoundation.org.uk

Role description

The role is a voluntary position and includes attending trustee meetings every two months to help create a strategy for the development of the charity and to provide financial oversight for our projects, budgets and policies.

Main Duties:

- Monitoring our financial position and reporting to the Board;
- In conjunction with the Administrative Assistant, who handles day-to-day inputting of financial data, to monitor cash-flow forecasting, restricted income streams, outgoing expenses and the overarching strategic management of the organisation's financial resources;
- Act as a signatory on the organisations bank accounts and investment products;
- Oversee preparation and submission of the charity's annual accounts and return;
- Review the charity's Reserves Policy.

Person Specification:

- Work experience in the field of finance as an accountant or advanced bookkeeper; a financial qualification (or equivalent) is desirable.
- An understanding of budgets and of management and statutory accounts.
- A knowledge of charity-specific financial matters such as restricted funding.
- Willingness to meet monthly (remotely or face to face) with the Administrative Assistant to ensure accurate bookkeeping.
- Experience with using Xero software package for bookkeeping.
- Experience of making decisions collectively on boards, committees or other types of working groups.
- Commitment to and enthusiasm for the work of Big Futures Foundation.

We would love to hear from you should you have any questions or want to discuss the role.

Please contact:

Claire Douglas, Chair of Trustees at claire.douglas@bigfuturesfoundation.org.uk