

## **North Surrey Domestic Abuse Service**

North Surrey Domestic Abuse Service (NSDAS) supports anyone affected by domestic abuse and their children living in the boroughs of Elmbridge, Spelthorne and Epsom and Ewell. We provide free, confidential and independent advice, skilled practical help and ongoing emotional support and information, regardless of sex, race, ability, gender, religion or income level.

Historically the service was provided as part of Citizens Advice Elmbridge (West). We have operated as an independent charity since April 2024 (charity number 1203855) and this is an exciting time to help shape the strategy and direction of the organisation.

## **Treasurer Role Profile**

The Treasurer is an officer of the trustee board and is a voluntary, unpaid role.

As a Trustee at NSDAS with a focus on the Treasurer role, you will play a vital part in ensuring the financial stability and integrity of the charity. You will work closely with the Board of Trustees CEO and Finance Manager to oversee the financial management of the charity, providing strategic guidance and ensuring compliance with certain regulatory requirements.

The role of the Treasurer

- Oversee the charity's financial management and reporting, ensuring transparency and accountability.
- Work closely with the CEO and Board to develop a long-term financial strategy.
- Ensure compliance with charity finance regulations and best practices.
- Contribute to financial reports to the Board, making complex information accessible and actionable.
- Manage and review the work of the Finance Manager.

Ideally, we are looking for an organized, strategic thinker comfortable with financial planning/budgeting with good teamwork and communication skills.

## **Main duties and responsibilities**

### **1. Strategic**

- To assist and advise in the formation of the Charity's strategy with particular regard to ensuring that the Charity has the resources to deliver the strategy.
- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.

### **2. Financial activities**

- Review Quick Books books and records to ensure integrity of data and reconciliations
- Provide support to the Financial Accountant who reconciles bank accounts, does the book keeping, and prepares quarterly management accounts. Review the quarterly

management accounts and submit initially to the Finance Committee and then to the Trustee Board.

- Work with the appointed accountants who prepare year end statutory accounts and ensure they are prepared in compliance with the SORP (FRS102) for charities, the Charities Commission and the Companies Acts, and making arrangements for them to be independently examined, as required by the Charity Commission.
- Review and approve monthly payroll before electronic banking payroll payments are set up.

### 3. Financial Oversight

- To ensure that the Board receives appropriate budgetary and financial information on the activities of the Charity including Annual Accounts
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- To work with the CEO in the appointment of accountants and independent examiner.
- To work in close partnership with the CEO in executing their responsibilities and achieving their goals.

### 4. Assets and Investments

- To ensure that the Charity has an appropriate investment policy
- To ensure that the Charity monitors the performance of its investments and to set and monitor an appropriate reserves policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity

### 5. Governance

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis
- Ensure financial reports to the trustees are comprehensible and properly discussed
- To act as Chair of the Finance sub-committee of the Board

### **Personal skills and qualities**

- Qualified accountant with demonstration of not-for-profit awareness and knowledge
- Competent IT skills, with working knowledge of QuickBooks (or similar accounting software)
- Proven ability to communicate and explain financial information to members of the board and other stakeholders
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and the Treasurer role in particular
- Good communication
- The Treasurer will Chair the Finance Sub-Committee which meets a minimum of 4 times a year.
- You are prepared to operate within the principles of the NSDAS service ie: confidentiality, impartiality, and independence and a personal commitment to equal opportunities.
- You have a genuine interest in the work of the charity, its ethos and are willing to uphold the values of NSDAS.
- You represent NSDAS professionally at all times.

NSDAS recognises that it is essential to provide equal opportunities to all without discrimination of any form including our staff, volunteers and service users. We work at all times to promote and deliver safe and inclusive services to all who experience domestic abuse. However, we also seek to operate within Women's Aid guidelines and values and for this reason we have committed to maintain a board made up primarily of female Trustees with only female Trustees in officer roles. More information on Women's Aid and its values are included here: <https://www.womensaid.org.uk/what-we-believe/> .

To apply for the role please send your cv and a statement of why it interests you to [tania@nsdas.org.uk](mailto:tania@nsdas.org.uk). Please also email if you have any questions or would like to set up an initial, informal conversation.