Honorary Treasurer Job Specification

Volunteer Role for a Small Volunteer-Led Charity (Turnover circa £650,000) using Xero

1. Role Purpose

At a £650k turnover mark, the charity operates with a level of transaction complexity requiring systematic financial management. As a volunteer-led organisation without an internal finance department, the Honorary Treasurer provides critical strategic and operational oversight. This role ensures the charity maintains financial health, strict compliance, and a forward-looking strategy, leveraging Xero as our central cloud accounting platform.

2. Key Responsibilities

Financial Oversight & Xero Management:

- • Monitor and maintain an active overview of the charity's financial position, utilizing real-time data within Xero.
- • Oversee regular bank reconciliations, expense tracking, and invoice matching processed through Xero.
- • Supervise any volunteer bookkeepers or project leads inputs into Xero, maintaining strong user access permissions and security controls.

Financial Reporting & Board Dynamics:

- • Generate clear, visual management accounts, profit & loss summaries, and cash flow forecasts directly from Xero for presentation at board meetings.
- • Translate complex accounting figures into highly scannable, actionable insights for non-financial trustees.
- • Lead the formulation, drafting, and approval of the charity's annual operational budget, tracking performance variance over time in Xero.

Compliance, Audit & Governance:

- • Ensure full adherence to the Charities SORP (FRS 102) framework and the legal requirements of the UK Charity Commission.
- • Prepare transparent year-end accounting schedules, granting external auditors or Independent Examiners direct, read-only viewer access to Xero to streamline the inspection process.
- • Oversee restricted vs unrestricted fund tracking within Xero (using tracking categories) to ensure specific grants are spent exactly as promised to donors.

3. Person Specification

Experience & Qualifications:

- • A background in accounting, finance, bookkeeping, or commercial business management is highly preferred.
- • Demonstrated familiarity with Xero (or equivalent modern cloud accounting systems) is required.
- • Prior understanding of charity finance rules, Gift Aid, and restricted grant tracking is a distinct advantage.

Key Skills & Personal Qualities:

- • The "Financial Translator": An innate ability to strip out accounting jargon and cleanly communicate financial realities to operational volunteers and fellow board members.
- • Strategic Vision: The ability to view financial constraints as parameters for safely unlocking new community projects.
- • Commitment to Integrity: High ethical standards, absolute transparency, and alignment with the charity's core social mission.

4. Time Commitment

Approximately 8–12 hours per month, encompassing monthly/bi-monthly trustee meetings, oversight of Xero accounts, and periodic grant or year-end review cycles.