

Advert

Treasurer

Could you be the next Treasurer of a successful and dynamic Reading based voluntary organisation, helping it achieve the next phase of its planned development?

Citizens Advice Reading is an independent charity that has been giving free, confidential, impartial advice to the people of Reading for over 75 years. Last year nearly 8,000 people used our services and we helped them deal with over 18,000 different problems - most commonly with benefits, debt, housing, employment, immigration and asylum. Whilst governed locally we are part of Citizens Advice, a large and influential national organisation, and have access to the services, resources and support they provide. Last year, for the second year running, they awarded us an excellent rating in every area of governance, management and service delivery - the highest possible classification.

The Citizens Advice Reading Trustee Board is the governing body that sets strategy for the organisation, decides its policies and provides overall leadership. As Treasurer you would be responsible for ensuring that all the finances and the supporting financial control systems are kept in order.

Applicants will be qualified accountants ideally with experience as a treasurer. They must have a commitment to the aims and principles of the service, some knowledge of Reading and its communities, and the ability to think creatively and strategically and to communicate clearly. Some understanding of the Citizens Advice service will be an advantage.

You will be expected to attend up to five Trustee Board meetings a year, normally held on Thursdays from 5pm to 7pm in Central Reading, and the Finance Sub-committee, which has a quarterly meeting cycle. The total time commitment is likely to be around 8 to 10 hours per month.

This is a voluntary, unremunerated position, but out of pocket expenses will be reimbursed. We welcome applications from all sections of the community.

For any questions or to apply for this role, please email:

recruitment@citizensadvicereading.org

Applications, which should take the form of a CV, a covering letter indicating how you meet the person specification, and the names and contact details of two referees, should be sent:

- By post to HR Manager, Citizens Advice Reading, Minster Street, Reading RG1 2JB, or
- Emailed to recruitment@citizensadvicereading.org

Closing Date for Applications: Friday 27 March 2020

Interviews will be held on: Wednesday 8 April 2020