



Job Description: Treasurer

Retreat House Chester ('RHC') is a Christian charity (Charitable Incorporated Organisation 1163330) founded in 2015 that runs a Chester-based programme of retreats and related activities for the widest range of people. For further details of who we are and what we do, see www.retreathousechester.co.uk

We are seeking a treasurer to oversee the financial affairs of this small charity, as outlined below. The Treasurer reports to the trustees, who have financial responsibility and control. This is a voluntary role of significant assistance to the charity. It will be reviewed as required, and at least annually. It does not involve being a trustee or bank account signatory.

The role at present involves an estimated average of two to three hours a month, including any meetings across the year, and the work can be done at home. Our meetings are on weekdays and currently alternate between Zoom and in-person – however, attendance wouldn't be essential for the right person. We are seeking someone who has experience undertaking such tasks, and who would be happy to use this experience to support our charity.

For an informal conversation about this role, please contact Paul Towner (Chair of Trustees) on preb.paul@btinternet.com

To apply, please return the application form by post to Retreat House Chester, 9 Abbey Square, Chester CH1 2HU. Applicants may then be invited to a meeting with the Coordinator and Chair of Trustees where the role can be discussed further.

Main duties and responsibilities:

- *Support the trustees in overseeing the financial affairs of the charity and ensuring they are legal and constitutional*
- *Ensure proper records are kept and that effective financial procedures are in place*
- *Monitor and report on the financial health of the organisation*
- *Oversee the production of necessary financial reports/returns, accounts and audits, on both a quarterly and annual basis*
- *Liaise externally as necessary in order to carry out these duties*
- *Assist in appointing and liaising with auditors/an independent examiner if required*
- *Work within the charity's policies and procedures*
- *Overseeing a small payroll, with HMRC and pension payments (**desirable, but not essential**)*

See person specification on the next page

Skills and person specification:

- *Willingness & ability to familiarise him/herself with finance practice relevant to a charity*
 - *Good IT skills, comfortable with Excel spreadsheets*
 - *Book-keeping and financial management*
 - *Payroll administration, including HMRC and pension payments (**desirable, but not essential**)*
 - *Ability to report clearly on financial data*
 - *Team player also able to work appropriately on own initiative*
 - *Sympathy with the ethos and mission of Retreat House Chester*
 - *Experience within the charity/voluntary sector (**desirable, but not essential**)*
 - *Familiarity with completing the above tasks in accordance with Charity Commission guidance/requirements (**desirable, but not essential**)*
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