Treasurer Role Vacancy (Voluntary)

Join our team!

Summary

A chance to put your financial skills to work in mid-Hampshire on the climate emergency. Winchester Action on Climate Change (WinACC) is looking for an experienced accountant, treasurer or administrator to join our Board of Trustees and help steer our finances through the implementation of WinACC's new strategy.

The role

As Trustee and Treasurer, you will be responsible for the full range of tasks associated with the finance function, as is typical for a small charity.

You will oversee a newly-appointed Operations Manager who will maintain the accounting records, bank accounts and payroll, make gift aid claims, arrange insurance and handle compliance requirements. Your active involvement will be required for authorisation of payments and other transactions, reviewing management accounts and other reports, overseeing budget preparation, the statutory annual accounts and independent examination, and other key finance or treasury decisions.

You will be a key member of the WinACC family, working with our small staff team, fellow Trustees and our extensive volunteer community. As a Trustee you will offer your financial perspective to reinforce standards of governance, risk management, and strategic insight.

The financial culture

In addition to standard controls over day-to-day transaction processing, we work with a monthly cycle of reconciliations, management accounts and project reports, supplemented with results and cash flow forecasts for quarterly Trustees' meetings. Budgets are approved in conjunction with annual planning and reviewed regularly.

The Finance Committee, which you would chair, comprises at least two other Trustees and the Executive Director. It oversees financial controls and procedures, monitors financial and treasury performance and conditions of important grant agreements. It also ensures that all aspects of financial compliance, including with the SORP, HMRC, Companies House and the Charity Commission, are fulfilled.

We currently use Liberty Accounts cloud-based accounting and payroll software and online banking. Documentation records are digital. WinACC is not registered for VAT.

Essential experience

- all routine aspects of the finance function
- use of accounting software and monthly payroll
- compilation of statutory annual accounts
- governance involvement, either in senior management or in significant volunteer capacity
- empathy with environmental values

Valued experience, but not essential

- an accountancy qualification
- employment or significant involvement with a non-profit organisation
- SORP accounting
- administration of grant agreements
- fundraising

You should be living in Hampshire (including Southampton & Portsmouth). The majority of the Treasurer's role can be carried out at home, but availability will be required for periodic meetings in Winchester, including some evening meetings.

The role of Trustee and Treasurer is estimated to involve an average of 1 day per week, although there may be some periods of more involvement (for example, for the annual budget, statutory accounts or critical fundraising submissions). There may be further opportunities for engagement depending on availability, the needs of the Operations Manager and . The current Treasurer is willing to offer a reasonable period of handover.

Please write in confidence to chair@winacc.org.uk

WinACC is a registered charity, constituted as a company limited by guarantee. Published accounts for 2024/25 are available here. Draft accounts for 2025/26 can be made available to applicants.