

THE ANNE MATTHEWS TRUST @ BRAICH GOCH IS LOOKING FOR A

TREASURER!

Could you join our board of trustees and support young people from refugee and migrant backgrounds to build community and challenge injustice?



The Opportunity....

- Support a small grassroots charity to develop and grow
- Be part of a diverse community of individuals and groups from all over the world, working together to challenge inequality and bring about social change
- Put your financial skills towards a good cause
- Reasonable expenses paid (travel and food) and residential development days at Braich Goch once or twice a year (covid permitting)

Details below. Send your CV and a cover letter telling us why you're the right person to annemattewstrust@gmail.com or call Lucy on 07711121528 for an informal chat

Role: We are looking for a Treasurer to join the Board of Trustees. This is a volunteer position.

About the organisation: The Anne Matthews Trust aims to benefit individuals, community based groups and organisations that are seeking to find ways to work together to combat the sources and effects of inequality, poverty, discrimination and oppression. We are especially committed to working with young people from refugee and migrant backgrounds, and supporting them to develop networks, access opportunities, and equip them with new skills and knowledge to tackle the injustices they face.

We are based at Braich Goch Bunkhouse, a 450 year old building in the village of Corris, West Wales. We host groups at Braich Goch for residential visits, which are tailor made to meet their individual needs. Braich Goch is also a community hub where people from the local rural community, and the refugee and migrant groups we bring into Braich Goch from towns and cities across Wales and the rest of the UK, can meet, share cultures and experiences, build relationships and foster understanding between communities.

Commitment:

- To attend six-weekly Board Meetings (online) and occasional in-person meetings
- To work with the Finance Officer to manage the finances of the charity, (the extent and regularity of which can be negotiated dependent on your availability)

Overall responsibilities as a Trustee:

- Working as part of the board to ensure that the organisation thrives and fulfils its charitable objects whilst acting in accordance with its governing documents and UK Charity Law
- Making sure that the organisation knows where it is going and ensuring that the people and resources are in place to pursue plans and achieve goals.

Responsibilities of the Treasurer Role specifically:

The Treasurer will work closely with the Chair and the Finance Officer to:

- Monitor the financial position of the organisation and regularly report to Board Meetings (balance sheet, cash flow, fundraising performance etc)
- Take a lead in interpreting financial data to fellow committee members
- Produce an annual budget and propose its adoption at the last meeting of the previous financial year
- Ensure that proper records are kept and that effective financial procedures and controls are in place
- Appraise the financial viability of plans, proposals and feasibility studies.
- Appointing and liaising with auditors/an independent examiner.
- Support the Finance Officer with QuickBook coding/journals where necessary

Skill and Qualities we are looking for:

- Knowledge and experience of current financial practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping, financial management and Quickbooks
- Good financial analysis skills
- Ability to communicate clearly
- A commitment to social justice and anti-racist, anti-sexist and anti-homophobic practice

We aim to have a diverse team and are particularly interested in receiving applications from people from refugee and migrant backgrounds that represent the communities and individuals that we work with

NB: This role will be subject to a DBS check