

Hull & East Friding Breast Friends

Role: Treasurer

Overall Purpose of the Role: The treasurer oversees the charity's financial affairs, ensuring they are conducted legally, responsibly, and in line with the charity's aims. The role provides financial leadership to the board and supports good governance, transparency, and long-term sustainability.

Main Tasks

1. **Financial oversight** — Monitor the charity's financial position, ensuring accurate records, appropriate controls, and compliance with charity law and accounting standards.
2. **Budgeting and planning** — Lead the preparation of annual budgets, forecasts, and financial plans in collaboration with the board and relevant staff or volunteers.
3. **Reporting to the board** — Present clear, accessible financial reports at trustee meetings, highlighting risks, trends, and decisions required.
4. **Annual accounts** — Oversee the preparation of year-end accounts and liaise with independent examiners or auditors as required.
5. **Banking and payments** — Ensure proper authorisation of payments, oversee banking arrangements, and maintain secure financial processes.
6. **Policies and controls** — Review and strengthen financial policies, procedures, and internal controls.
7. **Regulatory compliance** — Ensure timely submission of annual returns, accounts, and other statutory filings to the Charity Commission and HMRC.
8. **Support fundraising and sustainability** — Provide financial insight to support funding bids, grant reporting, and long-term planning.

Skills and Experience

1. Experience in finance, accounting, bookkeeping, or financial management, professional qualification essential.
2. Ability to interpret financial information and communicate it clearly to non-financial trustees.
3. Understanding of charity finance, or willingness to learn (e.g., restricted funds, Gift Aid, reserves).
4. Strong organisational skills and attention to detail.
5. Confidence using spreadsheets and basic financial software.
6. Integrity, sound judgement, and commitment to the charity's mission.
7. Good interpersonal skills including the ability to convey complex information to diverse audiences.
8. Ability to communicate effectively and sympathetically to a wide variety of individuals.
9. Able to produce concise and engaging reports for a range of audiences.

Time Commitment

1. Attendance at board meetings (typically 4–8 per year).
2. Additional time for financial oversight, budgeting, and year-end processes (often 2–6 hours per month depending on the charity's size).
3. Occasional availability for advice between meetings.

Eligibility and Expectations

1. Must be eligible to serve as a charity trustee under UK law.
2. Willingness to act in the charity's best interests and uphold the principles of good governance.
3. Commitment to confidentiality and data protection.
4. Willingness to undertake relevant training if needed.

Signed and dated: Chair Lynda Whincup 30 March 2026.

Applications to

jayne@herbreastfriends.org.uk with accompanying CV

Closing 12noon Friday 17th April 2026.