

# listenWell

## TREASURER (Voluntary Role)

### Job description

To take operational responsibility for the day-to-day financial running of the charity, in liaison with the Training and Listening Services Manager. The Treasurer will be part of a small Finance Team and report to the Board, attending Board meetings as required.

### The role

Our various financial management systems are already established and running smoothly. We are looking for a colleague who will:

- prepare an annual budget, in collaboration with our national Services Manager, to assist the Board in strategic planning (for example providing comment on affordability of developments)
- keep effective and accurate records of financial procedures and cash flow
- arrange and manage all payments, including staff salaries, PAYE and pension plan, and staff, trustee and other volunteer expenses, liaising with HMRC accordingly
- prepare and present monthly financial reports, management accounts and cashflow projections to the Board to ensure all the financial information is available to inform decision-making
- prepare and arrange submission each year of the charity's annual statement of accounts, liaising with the appointed independent financial examiner for LWS and the regulator (OSCR)
- process Gift Aid claims on donations
- manage LWS banking relationship and all banking activities
- ensure the charity's financial processes and records are sound and that appropriate safeguards are in place
- monitor the financial health and conduct financial affairs in accordance with legal structures and best practices
- ensuring a consistent match between any restricted income and corresponding expenditure of this income
- maintain a book-keeping system

Listen Well Scotland (LWS) has a board of six trustees drawn from businesspeople, education, social and health care that meets quarterly. The charity is looking to establish more sustainable funding streams and expand its team of registered trainers and listeners, both paid employees and volunteers.

### Required skills.

- financial competency
- bookkeeping
- ability to present and explain financial issues

### Person description

A knowledge of the processes and arrangements necessary for running the financial affairs of a small charity or business is essential.

Experience with payroll and pension software, and charity accounting procedure.  
A reasonable proficiency with MS Word and Excel spreadsheets, and e-mail communication.

**Time commitment**

6 hours average a week, either in or out of office hours, for required book-keeping, report writing, making payments etc. Additional time relating to enrolment of any new employee, or contracts ending, as well as in preparation of annual accounts (year end 31 Dec).  
Attendance at up to 4 Board meetings a year (3 are by Zoom)

***Listen Well Scotland is a registered SCIO under Scottish Charity Number: SC044382***  
***[www.listenwellscotland.org.uk](http://www.listenwellscotland.org.uk)***