Honorary Treasurer

Bullion Community Resource Centre is a registered charity and company limited by guarantee.

We are responsible for the operations of Bullion Hall Community Centre which receives some 600+ visitors per week. The centre aims to promote health and well being and reduce social isolation amongst local residents as well as a distinct project for adults with learning disabilities. Our weekly offer is wide ranging, for all ages and interests from men's mental health to dance classes, parent and toddler groups to youth clubs, seated exercise to judo.

The centre boasts a community café which supports the independent living skills of adults with learning disabilities as well as providing the meals that underpin many of our activities such as school holiday activities and lunch clubs. The centre also provides office accommodation for the activities of several independent charities including County Durham Wheels to Work, Integrating Children and Redeemer Church.

A key role in the effective governance of most charities is that of the Honorary Treasurer as an 'office-holder' among the charity trustees. While financial matters are the responsibility of all trustees, it is often the Honorary Treasurer that the other trustees look to on all aspects of the charity's financial management and reporting.

An overview of the role

The role of the treasurer can be summarised as follows:

- Monitoring the financial administration of the charity and reporting to the board of trustees, in compliance with the governing document.
- Overseeing the charity's financial risk-management process.
- Acting as a counter signatory on cheques and applications to funders; (optional)
- Board-level liaison with the external auditors on specific issues such as the year end independent examination and related board representations in particular meeting with potential funders at the point of an assessment.

Specific duties will include:

- Overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees.
- Ensuring that proper accounting records are kept, financial resources are properly invested and economically spent.
- Liaising with relevant members of staff in particular the Chief Officer and Part time Finance Officer
- Chairing any finance sub-committees and reporting back to the trustees.
- Monitoring and advising on the financial viability of the charity.
- Overseeing the implementation of and monitoring financial systems.
- Advising on the financial implications of the charity's strategic plans

Time Commitment

The Executive Committee meet once every two months and there may be sub committee meetings in between times.

We estimate the role requires a minimum of two hours per month and more if you choose to take on additional roles and duties.