



Oxfordshire Family Support Network (OxFSN) is a small, but growing Charity run by and for family carers of people with learning disabilities – both children and adults. We provide information, advice and support to family carers and run events, training and workshops for families and the professionals who work with them.

For further information about the work we do please visit our website www.oxfsn.org.uk

Job Vacancy: Treasurer

We are looking for a new Treasurer from the end of March 2019. This role would ideally suit someone with experience of working in the Charity sector who wants to work part-time. Initial induction will be provided by our outgoing Treasurer who can give details of exactly what this role entails.

For further information please contact - Gail.Hanrahan@oxfsn.org.uk or Tel: 07891 734987

Title	Treasurer
Salary	To be negotiated
Expenses	See expenses policy
Reporting to	Programme Manager

Overview

The Treasurer has principal responsibility for the sound financial management of the charity, including the provision of support to the trustees and workers regarding:

- Periodic and year-end financial reports
- Financial returns to external bodies
- Cash flow monitoring
- Budgets and projections

The Treasurer also has an important role to play in ensuring that the charity abides by the principals of good governance and meeting its regulatory and legal obligations.

Main duties and responsibilities

- a) Day to day financial management
 - i) Paying supplier invoices

Treasurer Job Specification for Oxfordshire Family Support Network (OxFSN)

- ii) Recording transactions processing and maintenance of the accounts
- iii) Contributing to project costings for funding bids
- iv) Maintenance of a sound financial control environment, including records in accordance with regulatory requirements and best practice
- b) Management accounting
 - i) Production of periodic financial reports and commentary for the trustees including cash flow forecasts
 - ii) Presentation of financial reports at trustees' meetings
 - iii) Provision of ad hoc financial advice as required
- c) Financial accounting and audit/independent examination
 - i) Preparation of the charity's statutory accounts
 - ii) Management of the annual independent examination (or audit should that be required)
- d) Governance
 - i) Ensure the charity complies with its statutory reporting requirements and its Memorandum / Articles, working with the Company Secretary as required
 - ii) Ensure compliance with other laws and regulations as are relevant to a charity and small company

Skills, Attributes and Experience
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	E/D*	A/I*
Skills		
Accounting qualification, AAT, CCAB	D	A & I
Accounting skills - general	E	A & I
Charity accounting experience	E	A & I
General IT	E	A & I
Accounting systems manual/computerised	E	A & I
Attributes		
General IT	E	A & I
Attention to detail	E	A & I
Public benefit values	E	A & I
Completer finisher	E	A & I
Based in Oxfordshire	E	A & I
Proactive and enthusiastic	E	A & I
Compliance with the letter and principle of governance policies and regulations	E	A & I
Team worker	E	A & I
Experience		
Personal or professional experience of disability	D	A & I

* E = Essential, D = Desirable, A = Application, I = Interview