

## Charity Tax Group – Treasurer vacancy

The Charity Tax Group (CTG) is looking to appoint a new Treasurer from April 2019. This is a voluntary role that is expected to require up to 20 hours of work per quarter and attendance at up to four CTG Management Committee meetings each year, as well as at the AGM at the Annual Tax Conference.

CTG's work is overseen by a volunteer Management Committee with support from the paid Secretariat. CTG operates to a tight budget, funded primarily by members' donations and subscriptions, which requires close scrutiny and management of the organisation's finances.

The Treasurer will be required to:

- Prepare a draft annual budget for review by the CTG Management Committee
- Revise draft budget to produce final version based on Committee feedback
- Prepare quarterly management accounts from a cashbook (reconciled with the bank account) maintained by the CTG Secretariat
- Provide a written financial update in advance of CTG Management Committee meetings and attend to provide a commentary to the CTG Directors
- Prepare forecasts for the year for discussion at each Committee meeting, drawing upon financial updates provided by the CTG Secretariat
- Draft annual accounts to required standard for review by an Independent Examiner – previous year's accounts can be accessed [here](#)
- File accounts/tax returns with Companies House and HMRC
- Advise on accounting practices applicable to CTG
- Approve invoices (jointly with other CTG Directors) and process payments using online banking
- Liaise with CTG's banking provider MetroBank as required.

*\*Candidates representing a charity may be considered for a full role as a CTG Director and member of the Management Committee.*

The successful candidate will:

- Support CTG's mission and aims
- Have financial knowledge and an understanding of the charity sector
- Understand the importance and purpose of the CTG Management Committee meetings, and be committed to preparing for them adequately and attending them regularly
- Be able to demonstrate discretion when working with sensitive and confidential information
- Be familiar with online banking processes
- Be able to complete these tasks remotely (no desk space is provided) and provide some availability during the working week for liaison with the Secretariat and CTG officers.

The following would also be desirable:

- Previous experience as a treasurer
- Understanding of Charities SORP (FRS 102) standards and Companies Act requirements
- Understanding of charity tax issues
- Experience of fundraising and income generation.

If you would be interested in applying for the role of CTG Treasurer, please send a summary of your relevant experience and why you are interested in this position to [info@charitytaxgroup.org.uk](mailto:info@charitytaxgroup.org.uk) by 28 February 2019. For an informal discussion about the role please call 02072221265.

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