



**Role:** Treasurer/Company Secretary  
**Accountable to:** Chair of Trustees  
**Remuneration:** Unremunerated, reasonable expenses will be reimbursed  
**Closing date:** 1<sup>st</sup> of December – 12 noon - 2020

**Main Purpose of the role:**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Support with production of annual budgets, financial reports, accounts and audits

**Key responsibilities:**

1. Liaise with relevant staff, trustees, staff and volunteers to ensure the financial viability of the organisation
2. Make trustees aware of their financial obligations and take a lead in interpreting financial data to them
3. Regularly report the financial position at trustee meetings (Balance sheet, cash flow, fundraising performance etc.)
4. Oversee the production of the annual budget and propose its adoption at the last meeting of the previous financial year
5. Ensure proper records are kept and that effective financial procedures and controls are in place, including but not limited to: Cheque signatories, purchasing/approval limits, purchasing systems, petty cash/ float, salary payments, pensions, Gift Aid, PAYE and NI payments.
6. Appraising the financial viability of plans and proposals
7. Support the appointment of, and liaise with auditors as necessary

**Qualities and experience:**

- Knowledge and experience of current and finance practice relevant to voluntary organisations
- Understanding of bookkeeping and financial management
- Strong financial analysis skills
- Ability to communicate clearly
- Knowledge of governance in the charity sector
- Passionate about supporting women to exit from a life entangled in the sex trade

**THIS POST IS EXEMPT UNDER THE EQUALITY ACT 2010 SCHEDULE 9, PART 1 APPLICATION OPEN TO WOMEN ONLY**

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