

Recruitment Pack

Treasurer



Sussex Community Foundation Recruitment Pack – Voluntary Treasurer

Sussex Community Foundation is looking for a Voluntary Treasurer, who will also be a trustee of the charity and director of the company.

At Sussex Community Foundation, our mission is to make Sussex a fairer, more equal place. As one of the fastest-growing community foundations in the UK, we connect philanthropists, donors and companies with charities in their local community.

We provide funding for the thousands of inspiring charities and community groups which make Sussex a great place to live. We particularly target smaller, grassroots charities that make a big difference with a small amount of money and which struggle to raise funds from the public.

We also provide a bespoke service to donors – helping them to support the causes they care about, today and for the long term.

Last financial year we gave out 668 grants worth a total of £2.6 million. We are also growing an endowment fund to ensure we can continue to give grants for generations to come. Our endowment fund is currently worth £26m and will generate at least £1.3m per year for grants. You can [read our Accounts here](#).

Our Board of trustees plays a key role in the success of our charity. They help us to reach potential donors and charities, and they ensure we are well-managed and have a clear strategy to respond to the needs of the community.

We are looking for a new Treasurer to advise our trustees regarding financial matters and governance, and to support our Head of Finance and our Chief Executive in devising our financial strategy.

At the Foundation, we work hard to create a diverse and fully inclusive culture where everyone feels valued, regardless of background. We therefore welcome applications from individuals of all backgrounds. We are looking for people who share our commitment to working in this way.

This is a great opportunity to use your financial knowledge and skills to help guide a charity and make a huge difference in your community.

If you believe you have the skills and passion for the role, we encourage you to apply and show us how you meet the criteria.

Mark Spofforth, Chair, January 2025

To Apply

Please submit your cv, with a short covering letter (one page of A4) explaining what you would bring to the role of treasurer and how you meet the requirements of the person specification, through the [Charity Job](#) portal. **Applications which do not demonstrate essential experience will not be shortlisted.**

We are committed to ensuring an inclusive recruitment process. If you require reasonable adjustments at any stage, please let us know, and we will work to accommodate your needs.

The closing date for applications is Friday 24th January 9am

If you would like an informal conversation about the role we would be pleased to hear from you. Please email our clerk to the board at nikki@sussexcommunityfoundation.org to arrange a call.

Interviews will be week commencing 3rd February 2025.

Role Description – Voluntary Treasurer

The Treasurer is an elected Officer of the Board of Trustees. As such they are also a Trustee of the Charity and a Director of the Company.

As a Treasurer you will provide oversight and guidance on the financial strategy of the charity, advise the Board on effective governance and support the Chief Executive and Head of Finance & Resources to ensure that proper processes and procedures exist for effective management of finance and resources.

Key Responsibilities

1. Strategic

- To advise and assist the Chief Executive and Head of Finance & Resources in the formation of the Foundation's financial strategy, ensuring this supports the Foundation's mission
- To provide oversight and guidance to the Board on progress against the financial strategy and major financial decisions, long-term financial planning, and investment policies
- Act as the main point of contact between the Finance & Resources committee and the Board of trustees, facilitating discussions on financial matters

2. Governance

- To ensure the Board is aware of its financial duties and responsibilities and the requirements to comply with all legislation
- To ensure all trustees have a good understanding of the Foundation's financial strategy and financial position
- To ensure financial strategy is monitored and reviewed on a regular basis
- To act as Chair of the Finance and Resources sub-committee
- To work with the Chair and Deputy Chair to provide leadership to the Board and support the Chief Executive on strategic or complex matters as needed.

3. Assets and Investments

- To ensure that the Foundation has an appropriate investment policy and reserves policy
- To ensure that the Foundation monitors the performance of its investments

- To ensure that the Foundation regularly reviews performance of investment managers and any other advisors and re-commissions as appropriate

4. Support for the Head of Finance & Resources

- To support and advise the Head of Finance & Resources in executing their responsibilities and achieving their goals
- To support Head of Finance & Resources in presenting information to the board

Person Specification

Essential criteria in bold – candidates who do not meet these will not be shortlisted

- **An accountancy qualification or an equivalent level of experience and expertise in accountancy and charity finance**
- **Knowledge and experience of Charity Governance and financial management either through an executive or previous Trustee role.**
- **Understanding of the legal duties, responsibilities and liabilities of company directors and trustees**
- **A commitment to the vision, mission and values of the Foundation**
- **Understanding of and commitment to diversity, inclusion, sustainability, and equality in all aspects of the Foundation's work**
- Analytical and strategic thinking, demonstrating good judgement
- Good communication and leadership skills, adept at communicating complex financial information to trustees who do not have a finance background
- Experience of building relationships with senior stakeholders
- A good team player with an ability to work in partnership with staff and fellow trustees

A connection with Sussex, and a commitment to supporting the community in Sussex are desirable, along with the ability to attend meetings in the county.

Time commitment

- Board meetings last approximately 2.5 hours and are held quarterly, in-person in or around Lewes
- Finance and Resources Committee meetings last approximately 2 hours and are held quarterly, typically in person at our office in Lewes
- All trustees are encouraged to attend Community Foundation events and to assist the foundation to develop relationships with donors and potential donors
- The Treasurer role is expected to provide additional time compared to other Trustees, likely comprising a total of 15 days across a calendar year

Term of office

- Trustees are elected by the Board for a term of three years, with an option to renew up to twice (maximum term 9 years).

Brilliant people doing a great job – joining Sussex Community Foundation is an opportunity to help build a vibrant community and voluntary sector in Sussex – and help people change lives for the better... we are a small organisation, and trustees play a vital role in our success. We encourage collaboration and support across the organisation.

Sussex Community Foundation Staff Structure – Senior Management team highlighted in Green.

