

THE INDEPENDENT LIVING CENTRE



Semington, near Trowbridge

01380 871007

www.ilc.org.uk



Honorary Treasurer Vacancy

The Independent Living Centre is a charity in Semington, offering free and impartial advice to older people and people with a disability of any age living in Wiltshire or BaNES, about how to remain independent in their own homes.

Are you looking for an exciting opportunity to utilise your book keeping and financial skills while supporting the local community?



We are currently seeking a part-time Honorary Treasurer to oversee the finances of the charity on behalf of the Board of Trustees. We would particularly welcome interest from those who have a business background, or who have experience in the statutory and/or voluntary sectors.

Key responsibilities include:

- Ensure that the charity operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the board
- Ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- Identify and bring to the attention of the board any financial risks facing the charity
- Ensure that the charity's financial resources are sufficient to meet the charity's current and future needs, and to advise the board on the board's reserves policy, and to ensure that this policy is reviewed and monitored regularly
- Scrutinise the proposed annual budget, and advise and guide the board accordingly
- Monitor management accounts, performance against budget, trading performance etc, and advise the board accordingly
- Evaluate regularly the charity's cash flow position, and inform the board of any concerns
- Formally present the accounts to the annual general meeting, drawing to members' attention all relevant matters, and to respond to questions from the floor

To express your interest or to find out more, please call 01380 871007 or contact Nigel Harris at chair.ilc.semington@gmail.com

**The Independent Living Centre,
St. George's Road, Semington, BA14 6JQ**

Registered charity number 10000659