The Women's Liberation Collective
The Co-op Centre, Sunderland, SR2 8AH
www.ownmylifecourse.org/wlc

Role Description

Role title: Treasurer and Trustee of The Women's Liberation Collective

Accountable to: Chairwoman of Board of Trustees

Role Purpose

- To work with the Chief Executive Officer (CEO) to oversee the financial management of The Women's Liberation Collective in order to ensure financial stability and that it meets its legal obligations.
- To work with the CEO and Board of Trustees to review and develop financial policy and procedures.
- To work with the CEO regarding the appointing and liaising with an independent examiner
- To manage the Charity's bank account.
- To report on financial matters at the Annual General Meeting.
- To authorise payments greater than £2,000.
- To authorise new contracts with suppliers/grant funders.
- To contribute skills and expertise as a member of the Board of Trustees.

Specific Responsibilities:

- To work with Charity Administrator to ensure proper financial records are kept and that effective financial procedures and controls are in place.
- To ensure that financial procedures are in place and followed in line the Financial Management Procedure, i.e.:
    - Invoice payments.
    - Payment of expenses.
    - Bank account transactions.
- To attend Board, subcommittee and Board working party meetings as required.
- To review the charity bank account monthly and discuss any questions with Charity Administrator/CEO.

Qualities (this role is for you if…)

- You are female (this post uses the single-sex exemption in the Equality Act 2010).

- You have knowledge and experience of current fundraising and finance practice relevant to voluntary and community organisations.
- You have knowledge of bookkeeping and financial management (as necessary).
- You have good financial analysis skills.
- You have the ability to communicate clearly, particularly about financial matters.
- You have experience in the Violence Against Women and Girls (VAWG) sector. If not, you will demonstrate a real passion for the cause and our vision for women's liberation.

Commitment Level

- Initially: up to 18 hours set up (over a three month period)
- Ongoing:
    - 4x 2-hour meetings (with up to two hours prep time per meeting).
- Up to four days trustee development time.
- Ideally: up to two hours per month managing the bank account.

Research shows that while men apply for jobs when they meet an average of 60% of the criteria, women and other marginalised groups tend to only apply when they tick every box. So if you think you have what it takes, but don't meet every single requirement on the list above, please still get in touch. We'd love to have a conversation. We are more interested in whether you share our values and in your behaviours, attitude and willingness to learn than we are in direct experience. Likewise, we value your life experience as much as formal qualifications.

For further information, please email info@ownmylifecourse.org. To apply, please do send us your CV and 200-500 words briefly describing why you would like the role.

Following a six month confirmation period, we hope that the successful candidate will make a three year commitment to the role

3 October 2022