

Trustee (Treasurer)

- **Voluntary position.** Reasonable expenses incurred will be reimbursed
- **Hours:** Up to 8 hours a month – flexible
- **Location:** Reading, Berkshire or home

About the Berkshire MS Therapy Centre

The Berkshire MS Therapy Centre (BMSTC), which celebrates its 40th anniversary this year, supports people with MS and their families, friends and carers. We provide a range of specialist therapies and a friendly, inclusive community. Although our modern purpose-built centre is situated in Berkshire, we also welcome people living in adjoining counties and have a significant online presence. We have recently launched our five-year strategic plan and will move forward with it this year.

Role

As Treasurer you will play a vital role in the governance and financial management of the Berkshire MS Therapy Centre, taking over from our retiring Treasurer, who has served us excellently for many years.

You will be responsible for overseeing the charity's finances, including its budget, accounts, and investments and monitoring the organisation's financial health, with our management team's support.

As a member of the Trustee board, you will also be involved in setting the charity's strategic direction and ensuring that it is run in a compliant and efficient manner. It is expected that the Treasurer will attend the majority of monthly meetings and the annual AGM either in person or online.

Responsibilities:

- Oversee BMSTC finances, including its budget, accounts, and investments. This will include, but not limited to, controlling and forecasting bank balances, and placing/withdrawing excess amounts on deposit as and when required.
- Ensure that the BMSTC financial records are accurate and compliant.
- Prepare and present monthly financial reports to the Board of Trustees and members.

- Prepare annual accounts for review by an independent examiner/auditor.
- Advise the Board of Trustees on financial matters.
- Contribute to and update BMSTC's financial policies and procedures.
- Contribute to the development and implementation of BMSTC's strategic plan.
- Ensure that the charity is run in a compliant and efficient manner.

Essential Skills and Experience:

- Experience in financial management and accounting; payroll procedures and compliance.
- Strong analytical and problem-solving skills.
- Ability to think strategically and plan long-term.
- Ability to work collectively with other Board and management team members.
- Computer literacy: competent using Email, Excel, Word, Sage.
- Empathy with BMSTC's mission and members.

Desirable Skills and Experience:

- Experience of charity trusteeship.
- Knowledge of MS and the challenges faced by people with MS.
- Experience in fundraising and marketing.
- Good communication skills and experience of team working.

Benefits:

- The opportunity to make a real difference in the lives of people with MS.
- To develop new skills and knowledge.
- To work with a passionate and committed team of trustees and staff
- To be part of a well-established and respected charity

Are you interested?

If you have the skills and experience to become our Treasurer and support our local MS community, we want to hear from you!