Waterways Chaplaincy

Treasurer Trustee

Dear Prospective Treasurer Trustee,

Thank you for your interest in Waterways Chaplaincy. As we step into an exciting new chapter following our transition from Church Army to an independent Charitable Incorporated Organisation (CIO), we are seeking a dedicated and visionary Treasurer Trustee to join us.

In this vital, unpaid role, you will play a central part in steering our financial governance as we focus on building a robust strategy for sustainable income generation. You will work closely with me to oversee our budgets, safeguard our resources, and secure the financial future of our mission supporting communities along the waterways. Who knows... you might also get to come out on a canal boat or join me at a festival or British Marine function!

Contained in this document you will find a copy of the role description and person specification for your information.

If you possess a heart for our work, strong financial acumen, and a desire to collaborate closely with the other trustees to shape our organizational resilience, we would love to hear from you.

Warm regards,

Chris,

Rev. Chris Upton

CEO, Waterways Chaplaincy

Waterways Chaplaincy

Treasurer Trustee

Role Description

Waterways Chaplaincy is committed to responsible stewardship of the funds entrusted to it and to ensuring that its financial resources are used effectively to further its charitable purposes.

Name of body	Waterways Chaplaincy
Role title	Treasurer Trustee
Main purpose of the role	The Treasurer is a trustee of the Waterways Chaplaincy and provides financial oversight and advice to the Board of Trustees, helping to ensure that Waterways Chaplaincy manages its resources responsibly, remains financially sustainable and uses its funds in furtherance of its charitable purposes. The chaplaincy employs a bookkeeper who manages day to day finances whilst the Treasurer provides oversight of the charity's finances.
Key Responsibilities	**1. Financial Oversight and Reporting** • Working closely with the CEO and Bookkeeper, oversee the charity's financial affairs on behalf of the Board of Trustees • Review and present regular financial reports, highlighting significant issues, risks and budget variances. • Monitor income, expenditure, cash flow and reserves to support financial sustainability. • Ensure the trustees have the financial information needed to make informed decisions. **2. Budgeting and Financial Planning** • Work with the Chief Executive and Bookkeeper to prepare annual budgets and financial forecasts for Board approval. • Monitor performance against budget and advise on the financial implications of proposed projects and commitments. • Support the Board in planning for the charity's long-term financial sustainability.

	3. Financial Controls and Compliance • Oversee appropriate financial controls, policies and procedures to protect the charity's funds and assets. • Oversee arrangements for annual accounts, independent examination or audit, and compliance with relevant charity accounting and reporting requirements. • Monitor financial risks and ensure that grants, donations and restricted funds are managed appropriately. **4. Board Support and Governance** • Present financial information clearly to enable trustees to make informed decisions. • Work collaboratively with the Chief Executive and Bookkeeper while maintaining independent financial oversight. • Advise the Board on financial risks, reserves and significant financial decisions, raising concerns promptly with the Chair and Board. • Contribute to the development and review of financial policies and procedures. • Ensure that financial risks are reflected in the chaplaincy's risk management arrangements.
Time commitment	This role is undertaken as a volunteer in addition to the post holders' general responsibilities as a WWC Trustee. The expected commitment includes: • Attendance at scheduled Board meetings, usually four per year with a mix of online and in person meetings. • Preparation for meetings and review of financial reports. • Regular liaison with the Chief Executive and Bookkeeper on financial matters. • Additional involvement in annual budgeting, preparation of accounts and other financial matters as required. The precise time commitment will be agreed with the Chair and reviewed periodically.
Term of appointment	The Treasurer is appointed in accordance with Waterways Chaplaincy's governing document and trustee appointment procedures. The term is currently 3 years.
Who do you report to	WWC Board of Trustees

Key Relationships	CEO, Chair of Trustees, Other Trustees, WWC Bookkeeper.
Safeguarding requirements	Waterways Chaplaincy is committed to promoting a safe environment and culture for children and adults at risk in all its activities. As such, this role is eligible for an Enhanced DBS and the post holder is required to complete Basic Awareness and Foundations Safeguarding Training
Support you will be given	The following key areas of support will be provided: **Chief Executive**: Financial reports, budgets and relevant information. **Bookkeeper:** Day to day financial management, bookkeeping and financial records **Chair and Board**: Guidance, shared accountability and decision-making support. **Professional advice**: Access to accountancy and regulatory expertise. **Induction and training**: Guidance on the role, systems and trustee responsibilities. **Fundraising:** Fundraising is a shared responsibility between all trustees, staff and Waterways Chaplains.

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Person Specification

Essential qualities and experience

- **Financial understanding:** Experience of financial management, budgeting, bookkeeping, accounting or financial oversight.
- **Analytical skills:** Ability to understand financial reports, identify risks and support sound financial decisions.
- **Integrity and judgement:** Honest, reliable and committed to responsible stewardship of charitable funds.
- **Communication:** Able to explain financial information clearly to trustees without a financial background.
- **Teamwork:** Willingness to work collaboratively with the Chair, Board, Chief Executive and bookkeeper.
- **Commitment:** Support for the charitable purposes and Christian ethos of Waterways Chaplaincy.
- **Governance:** Willingness to understand and fulfil the legal responsibilities of a charity trustee.

Desirable qualities and experience

- Experience as a charity trustee, treasurer or member of a finance committee.
- Knowledge of charity finances, reserves management, restricted funds and regulatory requirements.
- Experience of reviewing accounts, budgets and financial forecasts.
- A professional accountancy or finance qualification, or equivalent practical experience.

Personal attributes

The Treasurer should be organised, approachable, objective and willing to ask questions, challenge constructively and raise concerns when necessary.

A formal accountancy qualification is not essential, provided the candidate has the appropriate financial skills and experience to fulfil the role effectively.