

APPROACH Ltd

Treasurer role description

The Association for the Protection of All Children (APPROACH) Ltd is a small UK charity (no. 328132) and company (no. 2354395) which supports advocacy for prohibition of all corporal punishment of children in all settings including the family home internationally, through the Global Initiative to End All Corporal Punishment of Children (www.endcorporalpunishment.org). Information about our financial history and charitable objects is available on the Charity Commission's [website](#).

Our small board is looking for an active Treasurer to support with the charity's finance. A key responsibility will be working with APPROACH's Office Manager to create the yearly trustees' report, including the annual accounts. All trustees of the charity are also directors of the company.

Person specification

Essential:

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and the role of Treasurer
- Knowledge of charity SORP and impending changes.
- Knowledge of how to create an Extended Trial Balance.
- Competent use of Excel – Excel is used for all finance work; we do not use any accounting software.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Commitment to the aim of prohibiting all corporal punishment of children.
- Willingness to devote time to carry out responsibilities.
- Commitment to uphold the organisation's safeguarding policy – All Trustees will be required to undergo a Disclosure and Barring Service (DBS) check.
- Not disqualified from serving as a charity trustee or company director under UK law.

Desirable:

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Prior experience of committee/trustee work.

Time commitment

Meetings are held at least four times a year at the charity's office near Vauxhall, London. It is possible to arrange some attendance at meetings by video/Skype. The role involves working with other trustees and staff on an ongoing basis throughout the year. Expenses for travel to attend meetings will be paid.

Total time commitment: minimum ten days/year.