**Role Description: Honorary Treasurer**

Sutton Vision is a charity with a bold vision of making an important difference for people living with sight loss and blindness, empowering them to live fuller, more independent lives. We are going through an exciting growth phase and are seeking a dynamic and engaged Treasurer to assist in the development of the charity.

The Charity has recently been awarded a significant grant from the National Lottery and its size and services are being expanded to deliver this new project. We have a staff team of seven paid employees, seven volunteer trustees and a large number of active volunteers.

**What will you be doing?**

You will work closely with the board of trustees and the General Operations Manager to:

* Ensure proper financial governance of the charity with regard financial controls, regulatory guidelines, and statutory reporting.
* Provide strategic financial advice to the trustees with regard the charity operations.
* Issue quarterly management accounts to the trustees, as well as budgets and projections when required.
* Oversee the finance function with assistance from a finance assistant and an outsourced payroll provider.
* Authorise payments, payroll and managing banking control, and to ensure the accuracy of the accounting records.
* Ensure proper recording and spend on restricted funds.
* Review and report to Trustees on reserves policy recommendations
* Assist fundraising activity and impact reporting.
* Lead commercial contract negotiations where required such as office lease and assist on legal matters.

**What are we looking for?**

An experienced qualified accountant, living within a reasonable travel distance of the London borough of Sutton. Able to deliver strategic and governance advice to the trustees but also willing to be hands-on overseeing the book-keeping, payments and payroll.

Essential skills and experience:

* Financial management and reporting
* Business planning
* Cloud based accounting systems and Excel.

Preferable skills and experience include:

* Working with small businesses or charities
* Understanding of good governance and requirements from charity commission
* Understanding of fundraising in the charity sector

The role will require attendance at both the Board of Trustees (which meets six times a year) and the sub-Board finance committee (which meets on average every six weeks; as well as overseeing the finance function. We estimate a time commitment of between 10-15 hours per month.

**What difference will you make?**

By assisting in the financial management, strategic planning and development of the organisation, you will be playing a vital role in ensuring that blind and visually impaired people in Sutton have access to critical care and social services, as well as becoming more independent.

You will see first-hand how our service users are able to benefit from these services and improve their quality of life.

**What’s in it for you?**

* To learn about the challenges visually impaired people face and how they can be overcome.
* To be part of an active and growing charity delivery critical care services.
* To develop your treasurer and trustee skills, whilst giving back to the community.

**As a member of the Sutton Vision Family, you will:**

* Live by the Sutton Vision values;
* Adhere to Sutton Vision policies and procedures;
* Strengthen/look out for the health, safety and well-being of all.

**Our Values**

1. **We put our people at the heart of everything we do:** We work directly with people aﬀected by sight loss in a number of diﬀerent ways. Providing quality information, advice, advocacy, social activities and tech training services are invaluable in helping blind and partially sighted people to thrive. All of these activities aim to combat isolation and improve mental health and wellbeing.
2. **We are here to help change perceptions:** We also inform and educate carers, family members and the public about the challenges faced by blind and partially sighted people in Sutton.
3. **We always work in partnership:** We work with St Hellier Hospital, ECLO, GPs, optical professionals, sensory impairment team, local and national voluntary organisations to ensure all our service delivery options are joined up.
4. **We believe lived experience should shape what we do**: We want our beneficiaries to actively shape our development.

**We believe monitoring, evaluation and learning should sit behind what we do:** We want to be at the forefront of outcome and impact reporting, to help shape the decisions we make.