Living On Bereavement Service
The Parish Room, Skibbs Lane, Chelsfield, Kent, BR6 7RH

Trustee – Treasurer

Purpose of the role

The Treasurer will provide practical financial oversight for Living On, working closely with the Finance Trustee, CEO and external financial and payroll providers to ensure that the charity's accounting, payroll and financial processes are accurate, effective and appropriately controlled.

The Treasurer will help ensure that the Board has a clear and accurate understanding of the charity's day-to-day financial position and that financial matters are managed in accordance with good practice and the charity's policies.

The Treasurer will work alongside the Finance Trustee, who will provide broader strategic financial oversight, challenge and advice to the Board.

Key responsibilities; Accounting and financial administration

The Treasurer will:

- Oversee the charity's accounting arrangements and ensure accounts are maintained accurately and appropriately.
- Work closely with the external accountant or accounting support.
- Review financial records
- Monitor income and expenditure.
- Review bank reconciliations and other appropriate financial controls.
- Ensure appropriate processes are in place for authorising payments and expenditure.
- Monitor cash flow and flag any concerns to the CEO, Finance Trustee and Chair.
- Support the preparation of annual accounts and liaise with external accountants or auditors where appropriate.
- Monitor restricted and unrestricted funds.
- Ensure financial records and supporting documentation are appropriately maintained.

Payroll

The Treasurer will oversee the charity's external payroll arrangements, working with the external payroll provider and relevant staff.

This will include:

- Ensuring payroll information is submitted accurately and on time.
- Reviewing payroll reports and calculations as appropriate.
- Ensuring appropriate authorisation processes are followed.
- Ensuring changes to staffing, salaries or hours are appropriately communicated to the payroll provider.
- Identifying and resolving any discrepancies or issues with the external provider.

- Managing monthly pension contributions
- Keeping the Finance Trustee and CEO appropriately informed of payroll-related financial matters.

The Treasurer will focus primarily on:

- Day-to-day financial oversight.
- Accounting processes.
- Payroll oversight.
- Financial controls.
- Cash flow.
- Liaison with external accountants and payroll providers.
- Identifying and escalating financial issues.

The Finance Trustee will focus primarily on:

- Financial strategy.
- Long-term financial sustainability.
- Budgeting and forecasting.
- Financial risk.
- Reserves.
- Financial implications of the five-year strategy.
- Grant and funding implications.
- Board-level financial scrutiny and challenge.

The two roles will share information and provide mutual support, ensuring that practical financial management and strategic financial oversight are joined up.

The Treasurer and Finance Trustee will work collaboratively while recognising that ultimate responsibility for the charity's financial affairs remains with the Board of Trustees collectively.

Working relationships: The Treasurer will work closely with:

CEO

To understand income, expenditure, staffing and operational financial matters.

Finance Trustee

To provide joined-up financial oversight and ensure significant financial issues are appropriately escalated to the Board.

External Accountant

To oversee accounting processes and the preparation of financial information and annual accounts.

External Payroll Provider

To oversee the accuracy and timeliness of payroll.

Chair

To escalate significant financial concerns and support effective Board governance.

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Essential skills and experience

We are looking for someone with:

- Strong practical accounting or financial management experience.
- Experience overseeing accounting processes.
- Experience working with external accountants.
- Understanding of payroll, PAYE, National Insurance and pensions.
- Strong attention to detail.
- Good understanding of financial controls.
- Ability to identify discrepancies, risks and concerns.
- Confidence working with financial information.
- Ability to communicate financial matters clearly.
- A collaborative approach and willingness to work closely with the Finance Trustee.

Desirable

- Charity or not-for-profit experience.
- Experience with restricted and unrestricted funds.
- Grant funding experience.
- Experience of supporting a small organisation.
- Previous experience as a Treasurer or Finance Trustee.
- Accounting qualification or relevant professional experience.

Qualities

We are looking for someone who is:

- Reliable and organised.
- Detail-focused without losing sight of the bigger picture.
- Comfortable asking questions.
- Willing to provide constructive challenge.
- Collaborative and approachable.
- Committed to Living On's values and mission.
- Able to work as part of a Board while respecting the distinction between governance and operational management.
- Has sufficient time and capacity to commit to the role.

Time commitment

Approximately 3–4 hours per week, including Board meetings, preparation and liaison with the CEO, Finance Trustee and external financial providers.

Additional time may occasionally be required around annual accounts, budgeting, grant reporting or significant financial matters.

What difference will you make?

You will play an important role in ensuring that Living On has strong, reliable and well-managed financial foundations.

Working alongside the Finance Trustee, you will help the charity maintain effective financial controls and oversight while developing the financial infrastructure needed to support its growth and reach more bereaved children, young people and families.