

JOB TITLE	Charity Treasurer
DEPARTMENT	Finance
REPORTING TO	Founder-Director
HOURS OF WORK	12 – 16 hours per month – with potential for increase Plus 1.5 hour Team Meeting every 3/4 months (for whole of UK team) for team building and support.
LOCATION	Working Remotely
SALARY	Voluntary

ABOUT THE PURIM TRUST

The Purim Trust is a Christian charity dedicated to bringing HOPE and practical support to those in need. Inspired by our faith, we work to make a tangible difference in the lives of vulnerable individuals and communities, empowering them to build a brighter future.

Our accounting period is from 1 January to 31 December each year.

PURPOSE OF ROLE

At The Purim Trust, we believe good stewardship is key to fulfilling our mission. We're looking for a Treasurer to oversee the accounts and payroll, keep up-to-date with government legislation and HMRC requirements, handle relevant correspondence and administration, advise the Trustees, and help prepare budgets.

This role is essential in ensuring that our financial processes are accurate, transparent, and compliant with charity regulations. The Treasurer supports both strategic planning and day-to-day finance operations, helping to manage risk, support sustainability, and guide wise decision-making.

It's an opportunity to serve with excellence behind the scenes, making a direct impact on how effectively we bring hope and practical support to children, families, and communities in need.

ABOUT THE ROLE

The Charity Treasurer plays a vital role in safeguarding the financial integrity and sustainability of The Purim Trust. This is both a strategic and hands-on position, ideal for someone who wants to use their financial skills to make a meaningful impact.

Working closely with the Founder-Director and Trustees and overseeing all tasks completed by the Bookkeeper, the Treasurer ensures our finances are managed with transparency, diligence, and foresight. You will oversee our accounting and payroll systems, provide regular financial reports and forecasts, support budgeting, and ensure compliance with charity regulations.

This role is ideal for someone with strong financial acumen, an organised approach, and a heart for serving others.

RESPONSIBILITIES

Financial Oversight & Governance

- Supervise and authorise financial activity (day-to-day processing is handled by the Bookkeeper).
- Oversee accounts and payroll systems, ensuring correct procedures are followed.
- Ensure compliance with financial policies, Charity Commission, and HMRC requirements.
- Ensure BrightPay and QuickBooks updates are applied annually.
- Identify anomalies or trends in income/expenditure and report to the Director and Trustees.
- Investigate why finances are breaking even, calculate hours worked, and assess potential savings.
- Review year-end accounts prepared by the Bookkeeper and liaise with the Independent Examiner to ensure timely submission and compliance with legal and regulatory standards.

Budgeting & Reporting

- Assist the Founder-Director in preparing annual and project-based budgets, supporting sound financial planning.
- Set budgets and targets for appeals (e.g., Christmas, Crisis, Youth Camp) in consultation with the Director.
- Coordinate appeal income, allocate funds into categories, and ensure payments are processed correctly.
- Review monthly and annual income, including income from events.
- Prepare and present clear financial statements and updates in good time for Trustee meetings (monthly), and regular financial reports to the Founder-Director.
- Prepare and present reports to Trustees, including the annual budget and other updates.
- Monitor financial progress and advise Trustees promptly of any downturn or potential problem.

Banking & Payments

- Oversee payments and receipts at a supervisory level (Bookkeeper processes donations, expense reimbursements, and supplier payments).
- Authorise money transfers to our overseas partners and ensure they are processed securely and in a timely manner.
- Authorise payroll payments.
- Supervise account reconciliations and ensure financial documentation is properly maintained and accessible.
- Act as backup to process payroll if and overseas or other payments the Bookkeeper is absent.
- Request and review reports, query anomalies, approve invoices and transfers.

Payroll

- Provide oversight of payroll and confirm accuracy before authorisation.
- Verify salary changes, bonuses, additional responsibilities, NI & pension costs, and other adjustments prepared by the Bookkeeper.
- Check staff claims, mileage, overtime, other expenses, unpaid leave, and time off in lieu.

Project Finance Management

- Ensure the Bookkeeper checks all receipts received from the Philippines, balances receipts against transferred funds and expected expenses, and investigates and resolves any discrepancies or anomalies in submitted financial documentation, liaising with the relevant contacts overseas.

Gift Aid

- Review and approve Gift Aid claims before submission (prepared by the Bookkeeper)
- Monitor anomalies in Gift Aid claims and follow up as needed.

Continuity

- Ensure a Trustee covers Treasurer authorisations when the Treasurer is away
- Be trained in BrightPay to run payroll when the Bookkeeper is away (for continuity).

Team & Trustee Support

- Attend Trustees meetings to provide financial updates and input on financial matters, and occasional Team meetings.
- Advise Trustees on financial matters to support decision-making, risk management, and future planning.
- Collaborate with the wider team to ensure accurate financial inputs for fundraising, communications, and project planning.

ABOUT YOU

Who you are

- **Organised and Reliable:** You have excellent attention to detail and consistently meet deadlines.
- **Trustworthy and Discreet:** You handle confidential financial data with integrity and professionalism.
- **Self-motivated** – You're comfortable managing your workload independently in a remote setting.
- **Collaborative:** You enjoy working as part of a faith-driven team and are happy to support others.

Your Experience

- Previous experience in managing accounts and payroll, ideally within a charity setting.
- Strong working knowledge of accounting and payroll procedures, budgeting, and reporting.
- Familiarity with financial and payroll software, spreadsheets, and online banking platforms.

What Drives You

- You care deeply about financial integrity and recognise that good stewardship is an act of service. You understand that every penny we receive is a seed of hope — and you are committed to helping us sow it wisely.
- You want to be part of something that matters: an organisation that brings real, tangible change to the lives of vulnerable children and families.
- You're excited to work with a passionate team, using your gifts in finance to support our mission to bring hope, healing, and practical support in Jesus's name.

The Purim Trust's Personal and Cultural Attributes:

- **Committed to the Christian faith:** Our team are all practising Christians and we all actively support and reflect the Trust's Christian ethos in our work, contributing to our mission of serving others in Jesus's name.
- **Passionate about our mission:** You should have a heartfelt commitment to making a meaningful difference in the lives of those facing hardship. Your work will be driven by a strong desire to bring hope and practical support to individuals and communities in need.
- **Aligned with our values:** At The Purim Trust, we embrace a spirit of compassion, integrity, collaboration, and joy. We value innovation and grace in all we do. You'll be encouraged to live out these values and demonstrate a personal dedication to growing in them. During the interview, we will explore how your faith informs your approach to this role.

ENROLMENT & TRAINING PROCESS

If you're interested in joining us as a volunteer, the first step is to complete an application form and provide a brief overview of your financial experience. Shortlisted candidates will be invited to an interview. During the interview, you'll be asked to give a short presentation about how your values align with our charity's mission. The process may include more than one interview and a personality-type assessment to help us understand how you might fit within our team.

Successful volunteers will be asked to agree to our volunteer agreement before beginning. You'll then attend an induction session, which will cover the expectations of the role, introduce you to our charity's history and mission, and provide guidance on creating content that reflects our brand and values.