Iceni Partnership Trustee Job Advert

Job Title: Treasurer
Location: Swaffham, Norfolk PE37 7RB
Time commitment: approx. 1 day per month
Role Type: Unremunerated Volunteer

About Iceni Partnership
The Iceni Partnership is a registered charity and social enterprise dedicated to promoting the economic, social, and environmental well-being of Swaffham and its surrounding villages.
The charity's primary aims and activities are centred around managing community facilities: The Iceni Partnership manages and operates the Swaffham Community Centre and the Swaffham Assembly Rooms. These venues host a wide range of social groups, adult learning courses, and provide office space for vital support organisations, together with our Community Fridge that prevents food from going to waste.

We need your expertise to ensure we remain financially sustainable, so we can keep the Iceni Partnership making a difference in the local community.

The Role
The board treasurer will advise trustees on their financial responsibilities and liaise with professional advisors, such as auditors. They will oversee the charity's finances to ensure its regulatory and legal responsibilities are met and comply with charity accounting practices.

- Oversee the annual budget, ensure that charity accounts are prepared and that key issues and risks are reported to the Trustee Board in a timely and effective manner.
- Lead in the development and implementation of finance policies, such as reserves, cash handling and systems of internal control.
- Liaise with external auditors or advisors, if applicable.

About You:
You do not need to have previous charity board experience; we welcome fresh perspectives. We are looking for someone with:

- Demonstrable experience in financial management, bookkeeping, or commercial finance.
- Proven history of adhering to regulatory frameworks.
- An understanding of trustee accountabilities
- Experience in auditing, risk management, reserves policies, and safeguarding investments.
- You are enthusiastic about our mission and eager to contribute your skills to help a small charity thrive.

What We Offer:

- A meaningful role at the heart of a values-driven organisation making a tangible difference.
- The opportunity to develop your governance skills as a voting member of the board.

How to Apply
Please send your CV and a brief cover letter outlining your interest and relevant experience to Iceni Partnership Chair of Directors at:
Judy.anscombe@btinternet.com or phone for a chat on 07827289777

Applications will be reviewed on a rolling basis until the position is filled.