

**Director Trustee/Treasurer**  
**Interested in being a Treasurer for Citizens Advice Rural Cambs?**

Citizens Advice Rural Cambs (CARC) is a local charity based across the Huntingdonshire, and Fenland areas of Cambridgeshire. We provide free independent, confidential and impartial advice to help people solve the problems they face (including debt, benefits, housing, and employment) and improve the policies and practices that affect peoples' lives. In 2019-2020, we helped over 10,000 local people with over 45,000 issues.

CARC is a member of the national Citizens Advice network of charities, which means we have access to the services, resources and support provided by national Citizens Advice but as an independent charity, we're responsible for running our own affairs within agreed standards. We have over 20 staff (mainly part-time) and around 100 volunteers, a budget of more than £500,000 and operate in four locations across Rural Cambridgeshire

We are looking for a new Treasurer to join our Board of Trustees to help guide and advise us on the financial health of this organisation. Responsibilities include presentation of the management accounts at board meetings, and advising on the corrective action that may be required when difficulties arise. (The treasurer is not required to act as a book-keeper or accountant but must have a good understanding of financial controls and the collective responsibility of a Trustee Board). They will work in partnership with a professionally qualified Chief Financial Officer and Chief Officer).

You'll need to:

- be available to attend at least 5 evening meetings each year of our Trustee Board plus a similar number of daytime meetings of the Finance sub-committee, and our annual Trustee Away Day. Along with preparation of annual accounts and liaison with the auditors, you will need to be able to dedicate up to the equivalent of 2 days per month.
- present accounts at the Annual General Meeting in an accessible way for members, volunteers and staff
- be willing to liaise regularly with the Chief Financial Officer and be available to occasionally meet with the Chief Officer of the charity at a mutually convenient time
- have the ability to work as part of a team
- actively participate in discussions that relate to the running of the organisation
- act in the interests of CARC and that of its clients, volunteers and staff.
- have good independent judgement and knowledge and experience of finance to help lead CARC and ensure that we comply with our statutory duties

We welcome applications from all sections of the community to enable us to have a diverse trustee board that reflects our clients and communities.

This role requires good knowledge of financial systems. An understanding of charity finance would be useful but is not essential. You do not need experience of working or volunteering with Citizens Advice service. We are looking for people with a wide variety of skills and a diversity of background and experiences.

The post of trustee is a voluntary one. The role provides a great deal of experience and satisfaction, and the opportunity to develop skills and utilise expertise and knowledge.

For more information or an informal discussion about this role of Treasurer for CARC, please contact: Trustee Board Chair, Michael Mealing at [michaelm@ruralcambscab.org.uk](mailto:michaelm@ruralcambscab.org.uk)