



Safer and Supportive Salisbury Treasurer Candidate Information Pack 2025



Welcome message from the Chair

Thank you for your interest in Safer and Supportive Salisbury. We are a small local charity with a big heart and a wide reach. With ten years of experience as an unincorporated organisation, our projects are deeply rooted in the local community. We undertake small pieces of practical action that make a big difference.

All of our work is focussed on creating and maintaining a supportive inclusive and safe environment for vulnerable adults of all ages, whether they live or work here or whether they are visitors to our city. We work in partnership with local community groups and colleagues in local government and health.

Our charity registration in October 2023 opened new doors for us; our three year National Lottery Community Fund grant was approved in March 2024 and soon after we took over the tenancy of a property in the city centre which we make available to our local Pantry on a partnership basis.

We are seeking a Treasurer to help our small Board of Trustees to move forward, providing financial oversight and leading on financial forward planning. Working with us is rewarding and satisfying and provides good links to all parts of our local community. You will interact with local community groups and learn about projects taking place to support people in all walks of life, who need help because of age, ill-health, disability, financial hardship or other social or economic disadvantage.

As well as the satisfaction of 'giving something back to the community' you will gain valuable experience of working with National Lottery funding and matched funding from other sources. The work we do is highly regarded by local decision-makers and opinion leaders.

Safer and Supportive Salisbury aims to bring positive changes to the Salisbury community. We hope that you will be interested in joining us in our endeavours,

Yours,



Anne Trevett BEM
Chair, Safer and Supportive Salisbury



About Safer and Supportive Salisbury

Our charitable objects are:

To promote the relief in need of the residents of Salisbury and its environs who are in need by reason of age, ill-health, disability, financial hardship or other social or economic disadvantage; and to carry out any other purposes which are charitable in accordance with the laws of England and Wales.

Safer and Supportive Salisbury (SaSS) is a charity, leading a network of local people and organisations working together towards creating a safe, supportive and inclusive community for everyone who lives or works in the city and for all visitors to Salisbury and surrounding areas.

SaSS grew out of the original work on Safe Places in Salisbury. It evolved into a network that helps to carry forward Wiltshire Council's Health and Wellbeing Agenda with minimal resources.

SaSS is a totally independent, non-political, not for profit charity. The members of our network all represent local community groups or charities or are active in the Salisbury area as individual volunteers.

SaSS raises funds and generates income to help further its aims and actions. The charity shares, networks, signposts and communicates good practice and research. It promotes events and activities in its own right as well as those sponsored, supported or organised by member community groups and organisations.



Our Commitment to Equality, Diversity and Inclusion



We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender and socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview with Inclusive Boards to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.



About the Role

We are looking for a Treasurer who will be prepared to join our small Board (of six) as a Trustee. The Treasurer will oversee the financial affairs of Safer and Supportive Salisbury (SaSS) and ensure they are legal, constitutional and within accepted accounting practice.

Trustee meetings are roughly six to eight weekly - approximately six meetings a year. We achieved charitable status just over a year ago and have appointed a bookkeeper to keep our accounts. We have recently been awarded a National Lottery Grant over three years.

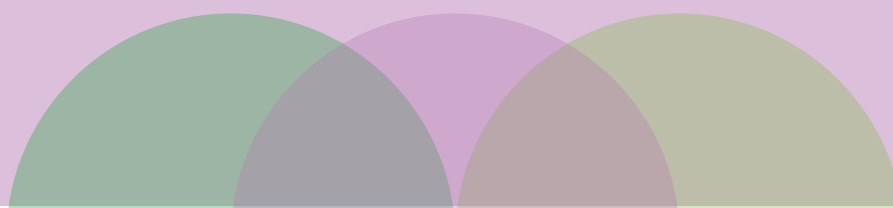
Our ideal candidate will have:

- Knowledge and experience of current and fundraising finance practice relevant to charities registered in England and Wales
- Knowledge of bookkeeping and financial management to provide oversight of current bookkeeper
- Good financial analysis skills
- Ability to communicate clearly



Responsibilities of the Role

- Supervising our bookkeeper, the Treasurer will ensure proper records are kept and that effective financial procedures are in place. They will be responsible for overseeing the production of:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Fundraising/donations strategy
 - Others as appropriate
- Monitor and report on the financial health of SaSS and oversee the production of necessary financial reports/returns, accounts and audits.
- Appraise the financial viability of plans, proposals and feasibility studies. They will provide financial expertise and advice when applications for grants are being prepared and submitted on behalf of SaSS and oversee any financial information submitted as part of these applications.
- Lead on appointing and liaising with auditors/an independent examiner.
- Operate SaSS's bank account and act as one of the signatories on SaSS cheques. There are currently between six and ten payments a month, while we expect this to increase with our increased capacity and the delivery of at least three projects a year that we have committed to with the Lottery. On projects the day-to-day oversight and budget management will be the responsibility of the Project Manager and we are fortunate in having appointed someone with good experience in this area.
- Arrange for the change of signatories' mandate to be completed for new signing Officers each year, as appropriate.
- Be responsible for arranging public liability insurance and insurance of any SaSS assets.
- Liaise with relevant SaSS Trustees to ensure the financial viability of the organisation.
- Ensure fellow SaSS Trustees are aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Trustee meetings (balance sheet, cash flow, fundraising performance etc).
- Be responsible for overseeing an annual budget and will propose its adoption at the last Trustees meeting of the previous financial year.



Responsibilities of the Role cont'd

Oversee the work of the bookkeeper, whose duties are:

- Bookkeeping duties, ensuring posting and bookkeeping is kept up-to-date.
- Maintaining the petty cash system and regularly process petty cash claims.
- Regularly carry out reconciliations/ oversee regular reconciliations
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.



Additional Information

Time commitment:

- Following the initial onboarding period, the time commitment is estimated at 1 day per month.
- Trustee meetings are roughly six to eight weekly - approximately six meetings a year.
- Trustees are expected to attend at least one quarterly Network meeting a year (these are in March, June, September and December) and ideally our Showcases - usually one a year.
- SaSS also holds outreach events aimed at raising the charity's profile within the local community - these are usually at local community events. All trustees are encouraged to contribute to these efforts.

Location:

- All Trustee meetings are held in person at venues in Salisbury.
- Network meetings, Showcases and outreach events are held in person at venues in Salisbury.

Remuneration and expenses:

- This is a voluntary position.
- Reasonable travel expenses will be reimbursed.

Terms and conditions of office:

- Election shall be by a vote of SaSS Trustees.
- The Treasurer will serve for a term of three years and be eligible for re-election to the same office annually, for a maximum of six consecutive years.
- The Treasurer will take up office immediately following his/her election.

Conflicts of interest:

- All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.



How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Safer and Supportive Salisbury. If you wish to apply for this position, please supply the following by 11.59pm on 26/05/2025:

- A detailed CV, setting out your career history, with responsibilities and achievements
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent

If you have further questions after reading this pack, please email

SaSS@inclusiveboards.co.uk or call 0207 267 8369.

Please visit www.inclusiveboards.co.uk to apply online or send your CV and cover letter to

SaSS@inclusiveboards.co.uk.



INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



www.inclusiveboards.co.uk



[@InclusiveBoards](https://twitter.com/InclusiveBoards)



<https://linkedin.com/company/inclusive-boards>