



Charity Treasurer – Volunteer Trustee Role

About Spirit

SPIRIT is a charitable organization dedicated to the advancement of the best standards of care and treatment for individuals with spinal cord injuries globally. The charity focuses on the education and training of medical and para-medical professionals in the treatment of spinal paralysis and spinal injuries. SPIRIT provides grants to organise and attend conferences on all aspects of care as well as enable doctors, therapists, nurses, managers and other health professionals to travel to Centres of excellence to learn or teach new skills.

The Charity also promotes research to establish evidence of added benefits from local or systemic interventions to improve outcomes. SPIRIT encourages the exchange of knowledge between basic scientists and clinicians and ensures the dissemination of new effective findings between the two groups.

We are now seeking a Treasurer to join our Board of Trustees and help ensure our finances remain strong, transparent, and aligned with our charitable aims.

This is a voluntary trustee position offering an opportunity to use your financial skills to make a meaningful difference in the community.

Purpose of the Role

The Treasurer provides oversight of Spirit's financial affairs, ensuring the charity remains financially sound, complies with all relevant regulations, and uses its resources effectively to achieve its mission.

The Treasurer also supports the Board in understanding financial matters and ensures that decision-making is informed by accurate and timely financial information.

Key Responsibilities

1. Financial Oversight

- Ensure accurate financial records are maintained and that appropriate financial policies and controls are in place.

- Oversee the preparation of annual budgets, management accounts, and financial statements.
 - Ensure the charity meets its statutory obligations to the Charity Commission and HMRC, including filing annual accounts and returns.
 - Work closely with the Bookkeeper to monitor income and expenditure, ensuring the charity operates within its means.
 - Present clear and accessible financial reports to the Board at each meeting.
 - Advise the Board on financial strategy, sustainability, and risk.
 - Ensure reserves are managed appropriately and that funds are used in accordance with the charity's objectives.
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2. Governance and Compliance

- Ensure the Board understands its financial responsibilities and complies with charity law and good practice.
 - Lead on reviewing and updating Spirit's financial procedures and internal controls.
 - Support the preparation of the annual report and accounts for approval by the Board.
 - Liaise with the independent examiner or auditor (if appointed) to facilitate a smooth year-end review.
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3. Strategic Contribution

- Contribute actively to the Board's role in setting strategy and monitoring performance.
 - Provide advice on the financial implications of new projects or funding bids.
 - Help ensure that financial decisions reflect Spirit's values of inclusion, integrity, and community impact.
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General Responsibilities of a Trustee

All trustees, including the Treasurer, share responsibility for:

- Upholding the charity's mission, vision, and values.
 - Ensuring the charity is well governed and financially sustainable.
 - Acting in the best interests of Spirit and avoiding any conflicts of interest.
 - Attending and contributing to Board meetings (approximately 4–6 per year).
 - Keeping informed about the charity's work and relevant sector developments.
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Person Specification

Essential:

- Experience in finance, accounting, or business management.
- Ability to explain financial information clearly to others.
- Understanding of financial controls, budgeting, and reporting.
- Integrity, reliability, and commitment to Spirit's aims.

Desirable:

- Knowledge of charity finance and governance.
 - Experience of working with a bookkeeper or small charity team.
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Time Commitment

- Attend approximately 4–6 Board meetings per year (in person or online).
 - Occasional additional time to review financial reports, liaise with the bookkeeper, or assist with annual reporting.
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Term of Appointment

This is a voluntary position. Trustees are appointed for a three-year term, renewable by mutual agreement.

How to Apply

If you'd like to use your skills to support Spirit's mission, please send your CV and a short covering email outlining your interest and experience to:

 info@spirit-charity.co.uk