

## **Treasurer - Role Description (voluntary, unremunerated)**

### **Claridge House**

Claridge House, set in two acres of beautiful garden, was built in the middle of the 19th century for a Quaker who was a distant descendant of c18th Quaker prison reformer Elizabeth Fry. In 1954 members of the Friends Fellowship of Healing, an interest group of the Society of Friends (Quakers) acquired it and opened it as an independent charity for guests looking for rest and renewal. Through Claridge House, the Friends Fellowship of Healing offered a place of sanctuary to those who were tired and stressed, or in need of a quiet break so that they might return home feeling refreshed.

Although Claridge House remains Quaker owned, it is now a separate charity from the Friends Fellowship of Healing, being operated under a charitable incorporated organisation (CIO) which was created in 2016, when two generous legacies and money from the sale of Lattendales, a companion retreat house, enabled the trustees of the preceding Trust to consider a sustainable future for the House.

Today, while Claridge House is still run as a retreat centre where guests may stay for a while in peace and stillness before returning to their everyday lives, we have expanded our offer to include bed and breakfast and many varied and interesting courses focusing on health, creativity and spirituality as well as individual or group retreats. We offer a warm welcome to all guests regardless of their religious beliefs.

In accordance with Claridge House's history and purpose, the objects set out in the Constitution of the CIO are as follows: *To advance physical and mental health by the provision and maintenance of a centre for healing, rest and renewal in accordance with the principles of the Society of Friends for persons, regardless of their religion or belief, who are under stress or strain or any condition in which a time of rest and recuperation would be beneficial.*

### **Treasurer's role and responsibilities**

As the present Treasurer is stepping down from the role, we are looking for a successor to direct the financial management of Claridge House and lead a small finance team, which includes the manager and an administrator who deals with day to day book-keeping. As a guide to the financial scale of Claridge House, annual turnover is £170k – £200k and approximate capital assets £1m. The outgoing Treasurer will continue as a Trustee and provide handover and familiarisation. Your overall responsibilities will be:

- Oversee the financial affairs of Claridge House and ensure they are legal, constitutional and within accepted accounting practice, seeking advice from the Auditor/Independent Examiner as appropriate;
- Ensure proper records are kept and that effective financial procedures are in place and adhered to.
- Monitor the financial health of the organisation

- Report on the financial position to other Trustees at Board Meetings (including historic accounts and cash flow forecasts);
- Ensure fellow trustees are aware of their financial obligations and take a lead in interpreting financial data to them;
- Oversee the production of legally required financial reports/returns, accounts including liaising with the Independent Examiner regarding Annual Accounts and contributing to the Trustees' Annual Report.
- Liaise with relevant staff to ensure the financial viability and legal compliance;
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year;
- Contribute to drafting grant applications & reviewing the fund-raising programme;
- Lead on the appraisal of the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with the auditor/independent examiner.

### **Qualities**

You should be a qualified or part-qualified accountant or have equivalent experience. Some familiarity with charity financial management would be useful, but not essential. Additionally, you should be in sympathy with the Quaker aims and principles on which Claridge House is run. We estimate a time commitment that averages out at 2 days a month including trustee meetings every 2 months and occasional meetings with the finance team, as required. We will give preference to applicants who have:

- Up to date knowledge and recent experience of finance and fundraising practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Familiarity with accountancy software (essential).
- Good financial analysis skills.
- Ability to communicate clearly.

There will be opportunities to contribute to business planning, fundraising initiatives and other developmental matters. Experience in any of these areas would be appreciated, but not essential. We would like to fill this role by the end of 2018, to ensure the incoming Treasurer has time to familiarise themselves with the finances before the end of the financial year on 31<sup>st</sup> May 2019.

Application: By 30<sup>th</sup> November 2018 via CV and forms to Jane Short ( Clerk to Trustees) at: [trustees@claridgehousequaker.org.uk](mailto:trustees@claridgehousequaker.org.uk)