



Honorary Treasurer Role Specification

- Voluntary appointment as a Trustee of the charity, with four Board meetings per year plus occasional meetings with the Chair and Executive Director. In total, including time spent preparing for meetings, the role will require about six days per year.

About the Public Interest News Foundation

At the Public Interest News Foundation (PINF), we want everyone in the UK to benefit from great journalism that speaks to them, for them and with them. As the first charity in the UK to promote public interest journalism, we believe that our mission is urgent and important.

At a time when dramatic changes in the media have led to audience distrust and disengagement, we provide funding, leadership development and networking opportunities for high-quality independent news providers across the UK.

PINF has a small, dedicated staff team who work remotely from home or in co-working spaces with monthly away days in London or Bristol. The Board of Trustees provides support and constructive challenge to the Executive Director to ensure that PINF is meeting its strategic objectives and fiduciary duties.

We are committed to building a diverse team who can bring their life experience into this role. Therefore, we actively encourage applications from Black, Asian or minoritised groups, LGBTQI+ people and people with disabilities.

Key responsibilities

The Treasurer is a member of the Board of Trustees and carries responsibilities in that capacity as a Trustee of the charity and a Director of the Company.

In addition, specific responsibilities are as follows:

- To oversee the financial affairs of the charity and ensure they are legal, constitutional and within accepted accounting practice.

- To liaise with staff and Trustees to monitor and advise on the financial viability of the charity.
- To ensure that proper accounts and records are kept and that effective financial procedures and controls are in place, liaising as necessary with the Bookkeeper.
- To monitor and report to the Board on the financial health of the organisation and ensure financial information – budgets, accounts, management accounts and financial statements – is interpreted effectively to all Trustees to enable them to fulfil their financial obligations.
- To oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- To appraise the financial viability of strategic plans and proposals.
- To oversee the preparation of the annual accounts.
- To oversee the management of the relationship with the charity’s bankers.
- To have regular contact with the Bookkeeper to ensure effective day to day management of financial matters.
- To manage the relationship with the Company’s Independent Examiners including maintaining the file of Gift Aid Declarations to enable tax claims to be made.
- To work effectively with the Development Manager as necessary in relation to the financial management aspects of fundraising activity.

Skills & attributes:

- Knowledge and experience of current finance practice relevant to charities
- Good understanding of financial management and accounting
- Good financial analysis skills
- Ability to communicate clearly
- Commitment to PINF’s charitable purpose

What are the next steps?

Please send your CV and a one-page cover letter to Julius Weinberg, Chair of Trustees, via contact@publicinterestnews.org.uk. If you would like to have a confidential conversation with Julius or another representative of the organisation before you submit your application, please ask and we will arrange this.

This is a rolling recruitment, and the position will remain open until filled, so we encouraged interested applicants to get in touch at the earliest opportunity.