

Switchboard



Connecting you to LGBTQ support

TRUSTEE POSITION: TREASURER

APPLICANT INFORMATION PACK

FEBRUARY 2023



WELCOME

Dear Applicant,

Thank you for your interest in the position of Treasurer on Brighton & Hove LGBT Switchboard's Board of Trustees.

On the following pages you will find more information about Switchboard, the role and how to apply.

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PROUD SINCE '75

Who Are We?

In 2025 we celebrate our 50th birthday, and this landmark makes Switchboard Brighton's longest-running LGBTQ organisation.

This an important and exciting time to be joining our growing charity, and our vital work has never been more needed.

Switchboard amplify, connect and support LGBTQ people across Sussex. We serve over 5000 people every year through our 'by and for' services.

Our Vision

is an inclusive and diverse society in which all LGBTQ people can realise their own unique potential.

Our Mission

as a charity run by and for LGBTQ people, is to work to understand and respond to the needs of all LGBTQ communities in Sussex. We do this by listening, informing, and developing.

THE ROLE

TREASURER

LOVE
is

Reporting to: Chair of the Board (Simon Dowe)

Location: Brighton

Switchboard is an established and growing LGBTQ charity that provides a number of projects and services across Sussex. We are searching for a voluntary treasurer to join our Board of Trustees.

We are seeking an individual with an affinity to our mission and vision, and a background in finance with an appreciation of small charity finance in-particular. The post-holder will be entering at an exciting time of financial growth for the organisation with a positive financial position, a healthy cashflow and a secure budget for the year ahead.

The treasurer will work closely with the chair and the Board of Trustees, the CEO, and the finance administrator. The ideal candidate would have the ability to support Trustees and senior leaders who are not from a finance background to understand key information.

The post holder will oversee regular finance committee meetings and attend 8-weekly Board meetings, while also having the opportunity to get involved in exciting fundraising events and celebrations like Pride if they so wish.

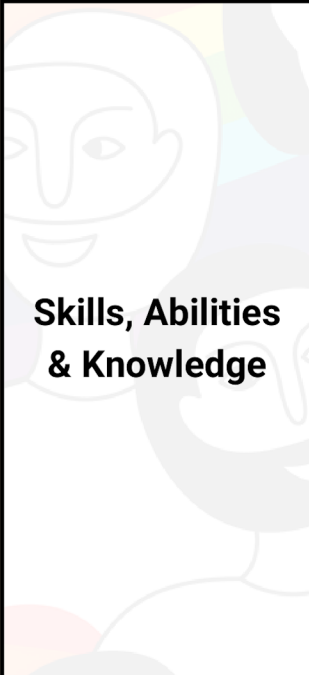
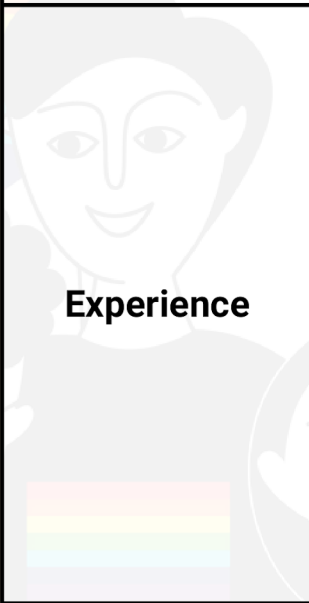
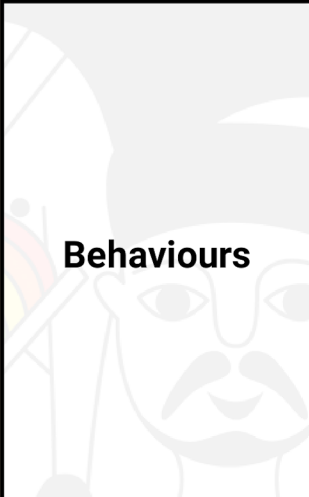


KEY RESPONSIBILITIES

- Monitor the financial standing of the charity and report to the Board with the CEO regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources
- Oversee the charity's financial risk-management process and report financial health to the Board of Trustees at regular intervals.
- Act as an authoriser on the bank account and on applications to funders
- Liaise with independent examiners on financial accounting and prepare year end statements
- Ensure that the organisation's finances are responsibly managed for the betterment of the organisation's work and for the beneficiaries it serves
- Guide budgeting and strategic financial planning, ensuring all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year
- Board level liaison with external auditors on specific issues in the auditing process and related Board representations
- Guide and advise fellow Trustees to formally approve the annual report and audited accounts, explaining technicalities of accounts in plain language which is fully understood by the Trustees
- Ensure adherence to the reserves policy and safeguard the organisation's finances, keeping the Board informed of free reserves position regularly and advise to cope with changing circumstances
- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements
- Chair finance committees in line with standing orders and terms of reference and report findings/developments back to the Board
- Advise on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process
- Lead in the development and implementation of financial reserves, cost management and investment policies.



PERSON SPECIFICATION

 <p>Skills, Abilities & Knowledge</p>	<ul style="list-style-type: none">• Knowledge of charity SORP and impending changes, or willingness to learn• Competent use of IT skills, including Microsoft Outlook• Analytical and evaluation skills, demonstrating good judgement• Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship (further training can be provided)
 <p>Experience</p>	<ul style="list-style-type: none">• Experience of providing leadership or coaching, and supporting non-finance individuals to understand budgets and financial information• Experience of working in or with small to medium size charities• Experience of thinking strategically about finance and financial risk
 <p>Behaviours</p>	<ul style="list-style-type: none">• A proven commitment to promoting equality, diversity and intersectional inclusion• A strong belief in Switchboard's vision, mission and values• Communicative and reliable• Comfortable with receiving and providing feedback and challenge

OUR PROJECTS & SERVICES

Originally set up as a helpline in 1975, we've grown to deliver much more in response to needs we've identified.

This exciting new role will be supporting Switchboard to continue innovating, developing and delivering and developing services, by and for LGBTQ people in Sussex.

**Dementia
Support**

**Older
People**

**Training &
Consultancy**

**Trans &
Non-Binary
Social
Prescribing**

**LGBTQ
Night
Shelter**

**Helpline
01273
20 40 50**

**Health &
Inclusion**

**Grief
Encounters**

**Domestic
Abuse**

HOW TO APPLY



Send an expression of interest to simon.dowe@switchboard.org.uk



Deadline for applications is 5pm on March 8th 2023

PLEASE NOTE:

We recognise that Black and non-Black people of colour are under-represented in our team and we actively encourage applications from people from these under-represented groups. To this end, we guarantee an interview to any applicants who are BIPOC and meet the minimum requirements of the role.

We value lived experience and unpaid work and labour in our recruitment processes.

All of our services operate from an explicitly trans inclusive standpoint. We believe trans people are who they say they are, non-binary identities are valid, and our services are focused on intersectional inclusion. Our service is for all genders and all LGBTQ sexual orientations. All employees and ambassadors of Switchboard are expected to represent these values in their work.