



Older People Active Lives

Treasurer

OPAL offers accessible, enjoyable, and enabling activities for older people in rural West Cheshire, in order to reduce isolation and loneliness. We have been operating for 13 years and, during that time, have expanded our range of services and gained a reputation as a trusted provider. In 2020 OPAL received a Queen's Award for Volunteering in recognition of the work our amazing volunteers undertake.

We are seeking to recruit a **Treasurer** to take over the role when the current holder steps down in June after 5 successful years. The Treasurer will monitor the financial matters of the charity and report to the Board of Trustees regarding the financial health of the organisation.

The successful candidate will be a qualified accountant, ideally with both Management and Financial Accounts experience in a small or medium sized organisation, who has the ability to communicate financial concepts to the other Trustees. They will line manage and be supported by a competent Financial Administrator who will attend to the day-to-day processing using the Xero software package, enabling the Treasurer to be mainly focussed on direction and governance.

In addition to attending 4 Board Meetings and 1 Away Day each year, duties include:

- Managing and monitoring the day-to-day financial activities of the charity
- Maintaining financial policies and procedures to ensure the efficiency and effectiveness of the charity's finances.
- Preparing and presenting financial reports, budgets, and forecasts to the board of trustees and other stakeholders, including the Charity Commission.
- Advising the Board of Trustees on financial matters and risks.
- Assisting the bid-writing group with applications for funding.
- Liaising with external auditors, accountants, and banks, as required.

This is an opportunity to be part of a passionate and energetic team dedicated to improving the lives of vulnerable older people. OPAL has exciting ambitions, and you will be involved in shaping and influencing the future direction.

Our financial year runs from 1st April to 31st March.

Information about OPAL and our services can be found on our website at: www.opalservices.org.uk We are committed to promoting diversity and equality and welcome applications from all suitably qualified candidates, regardless of their race, gender, disability, religion/belief, sexual orientation or age.

If you would like to discuss the role, please contact our Chair, Geoff Hope-Terry, at: geoff.hopeterry@opalservices.org.uk and applications, including a CV and covering letter, should be emailed to Geoff by Tuesday 2nd April 2024.