



Together we can silence tinnitus

## Tinnitus UK is looking for a Treasurer to join the Board of Trustees

Tinnitus UK's vision is 'A world where no one suffers from tinnitus'. We seek to achieve this through commissioning world-leading research and supporting people to live well with tinnitus. We are the only national charity in the UK solely dedicated to supporting the tinnitus community. One in seven adults in the UK have tinnitus and it is our aim to find a cure.

Tinnitus UK currently employs 15 members of staff and has a turnover of approximately £870k. We are now looking for a Treasurer to join our Board of Trustees. This is a voluntary position and unremunerated, although reasonable expenses will be paid. The role of the Treasurer is to monitor the financial administration of the charity and report to the board of trustees at regular intervals on its state of financial health, in line with best practice and in compliance with the governing document and legal requirements.

We are also looking for a team player who wants to work closely with the other Trustees, and the overall team, to help move the charity forward. This will mean also working closely on the overall strategy using your commercial experience, whilst also occasionally mentoring and guiding the Finance team, for example.

The time commitment is approximately one day per month. Trustees are expected to attend four board meetings and a strategy meeting per year. These are held either on-line, in London or in Sheffield, where Tinnitus UK is based. Meetings are held midweek. In addition, there are three finance subcommittee meetings chaired by the Treasurer and are normally held online.

The current Treasurer has stepped down due to a significant increase in their work commitments.

### The main responsibilities and duties of the Treasurer include:

- Oversee and present budgets, internal management accounts and annual financial statements to the Board of Trustees
- Lead in the Board's duty to ensure that proper accounting records are kept, and financial resources are properly controlled, invested and economically spent in line with good governance, legal and regulatory requirements
- Lead in the development and implementation of financial reserves, cost-management and investment policies and monitoring investment activity
- Liaise with the appropriate member of staff responsible for the financial activities of the organisation
- Chair the Finance Sub-Committee in line with standing orders and terms of reference, and report back to the Board of Trustees
- Monitor and advise on the financial viability of the charity
- Oversee the implementation and monitoring of specific financial controls and adherence to systems
- Advise on the financial implications of the charity's strategic plan
- Act as a counter signatory on charity expenditure and important applications to funders
- Board-level liaison with the external auditors on specific issues such as the auditors' management letter and the related Board representation

### How to apply

Please submit a CV and covering letter to the Tinnitus UK CEO, Caroline Savage by email to: [caroline@tinnitus.org.uk](mailto:caroline@tinnitus.org.uk)

If you wish to have a preliminary conversation with the Chair or Chief Executive ahead of applying, please email Caroline to arrange this. The second stage of the process will be an interview with the Chief Executive, Chair and one or more other members of the Trustee Board.

**Tinnitus UK** Unit 5 Acorn Business Park, Woodseats Close, Sheffield S8 0TB

[www.tinnitus.org.uk](http://www.tinnitus.org.uk)



TinnitusUKcharity



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