



Winchester City of Sanctuary

ROLE DESCRIPTION

Treasurer Trustee

Winchester City of Sanctuary

About Us

Winchester City of Sanctuary is a local registered CIO charity (Our charity number is 1210485) that works to make Winchester a welcoming place of sanctuary, safety and inclusion for refugees, asylum seekers and others seeking protection. We work with local partners, volunteers and people seeking sanctuary to build a culture of welcome across Winchester.

Purpose of the Role

The Treasurer Trustee helps the Board oversee the financial affairs of the charity, ensuring that resources are managed responsibly and that the charity remains financially sustainable and compliant with its legal obligations.

This is a voluntary trustee role.

Key Responsibilities

- Monitor the financial position of the charity and report to the Board.
- Help ensure appropriate financial controls and procedures are in place.
- Support the preparation and review of budgets, accounts and financial reports.
- Assist trustees in understanding the financial implications of decisions.
- Contribute to the overall governance and strategic direction of the charity.
- Ensure the charity meets its financial responsibilities as a registered charity.

We Are Looking for Someone Who

- Shares our commitment to welcoming people seeking sanctuary.
- Can understand and interpret financial information.
- Has experience of budgeting, financial oversight, bookkeeping, accounting or similar responsibilities.

- Can work collaboratively with trustees, volunteers and partner organisations.
- Is willing to fulfil the responsibilities of a charity trustee.

Desirable

- Previous trustee, governor or committee experience.
- Experience of charity finance or the voluntary sector.

Time Commitment

- Approximately 4-6 hours per month.
- Attendance at Board meetings (currently 3 times a year).
- Occasional additional time for financial reporting and annual returns.

Support Available

A handover will be provided by the current Treasurer Trustee. Previous Treasurer experience is not essential, and we welcome applications from people with a range of professional and financial backgrounds, especially people with lived experience of seeking sanctuary.

Further Information

We are happy to arrange an informal conversation with the Chair, current Treasurer or another trustee for anyone interested in learning more about the role before applying.