

Treasurer Role Description and Specification

Position posted Sep 2025



Swansea City of Sanctuary are currently recruiting for a volunteer treasurer to support its financial operations and obligations as it becomes a charity.

About Swansea City of Sanctuary

Welcome to SCoS and thank you for considering becoming a Treasurer!

We are a network of people and organisations in Swansea working together to promote a culture of welcome for all, especially refugees and asylum seekers looking to rebuild their lives here. We are part of the wider movement organised by City of Sanctuary UK.

The trustees, together with our volunteers, work to make Swansea as welcoming as can be. We host regular co-ordination and networking meetings to promote cross-group dialogue, form shared messages to influence local policies and culture, and platform the voices and experiences of local refugees.

We promote community cohesion by holding or supporting positive, welcoming events with local organisations and people. At events across the city, we have been finding ways to help anyone feel welcome and to share stories of how people seeking sanctuary yhave contributed to our society.

The Sanctuary Awards stream is an initiative developed by City of Sanctuary UK to enable organisations to learn about asylum issues, embed a culture of welcome, and then share their learning and practice. We contribute to this initiative in Swansea by providing support to applicants and by participating in assessment panels for the awards. Swansea has a number of award winners, which include schools, museums, art galleries and churches. Encouraging organisations to apply for an award in one of the streams of sanctuary is one of our major objectives.

As we celebrate 15 years of success, we are entering into an exciting period at SCoS. We have just achieved charity status, reaffirming our vision to make Swansea a place of welcome and community. As a new trustee, you would help us shape that vision and make it reality.

About the Treasurer Role

The Treasurer supports the board of trustees to understand and monitor the charity's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Management Team/Trustees at regular intervals about the financial health of the organisation.

Treasurer role description

- Monitor the financial administration of the charity and report to the board of trustees, keeping them informed about their financial duties and responsibilities.
- Oversee the charity's finances, ensuring proper accounting records are kept and that appropriate controls and procedures are in place.
- Produce regular financial reports in line with the charity's legal and constitutional duties, including to the trustees, AGM, and the Charity Commission.
- Liaise with other SCoS members about financial and strategic matters.
- Advise on the financial implications of the charity's strategic plans and activities, including the charity's financial viability.
- Organise the distribution & recording of petty cash funds for volunteers' travel/subsistence attending activities/meetings on behalf of Swansea City of Sanctuary

What we are looking for

- You will be confident about keeping financial records and have some book-keeping experience or be willing to undergo appropriate training in these matters. Experience of voluntary sector finances and/or professional financial qualifications will be an added bonus.
- A good communicator who can convey financial information in an accessible way
- Someone who will help broaden the diversity of thinking and experience of our board.
- A willingness to play a role in setting budgets, seeking and securing funding, and fundraising for the charity. While this is not a requirement for the position, candidates with experience of applying for grant-based funding will be especially welcome.
- A strategic thinker who can balance risks and costs to enable the charity to better meet its objects.

Time Commitment

- You will report to Management Committee/Trustees meetings and produce a report for the AGM.

- You will attend regular meetings of the Management Committee as required to attend to ad-hoc issues as they arise and keep members informed of financial matters.
- You may need to attend occasional training and events in Swansea.

Benefits of volunteering with Swansea City of Sanctuary

You would be an integral part of supporting our aims to promote a culture of welcome for all, especially refugees and asylum seekers looking to rebuild their lives here

You will be working with a group of like-minded people who want a better world.

You will gain experience & understanding of a wide range of important issues

Expenses

All Trustees are entitled to claim reasonable travel and subsistence expenses in carrying out their duties. This includes travel to and from meetings and food/refreshments at evening or weekend events. Any Trustee or connected person cannot be employed or receive payment from the charity or any other financial benefit other than reasonable agreed honorariums payments in line with the memorandum and articles of association.

About the Trustee Role

We would also welcome a new volunteer treasurer to consider becoming a trustee, though this is not a condition of recruitment.

Our trustees work together using their skills and personal experiences to advance the objects of the charity as a board. The trustees are all volunteers who share responsibility for all aspects of governance of the organisation.

The purpose of the board of trustees is to set priorities and strategic vision for the charity while monitoring that its operation meets its charitable objects for the public good. The board also provides oversight of the charity's activities and policies, monitoring and evaluating their implementation.

All trustees are volunteers and are responsible for:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations

- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Further information on Eligibility is available on request.

Equality and Diversity Statement

As a group that promotes welcome, we are committed to promoting an inclusive environment in which anyone who shares our values is welcome.

We especially welcome enquiries and applications from people who have lived experience of seeking sanctuary. It is important to us that the charity is and remains led by people who have sought sanctuary in the UK and especially in Swansea.

Apply

To apply for the Treasurer role, please email us at swansea@cityofsanctuary.org with an expression of interest. Include a summary of your relevant experience why you feel you would be suited to the role.