



Treasurer

Job Description & Person Specification

Job Title:	Treasurer		
Reports to:	Chair of Trustees		
Staff Responsibility:	Staff, Volunteers & Executive Management		
Salary:	Voluntary		
Location:	Hybrid (Remote/London)	Duration:	3 Years Term
Commitment:	<ul style="list-style-type: none"> • Attend quarterly board meetings and additional subcommittee meetings as needed. • Participate in strategic planning sessions and other organisational activities. • Dedicate an estimated 6-10 hours per month to support the Runnymede Trust. 		

About Us

The Runnymede Trust is the UK's leading race equality think tank. For over 50 years, it has worked to challenge racial inequality in Britain through research and advocacy. Independent and non-partisan, the Trust aims to build a society where everyone belongs, using evidence-based insights to influence policy and promote racial equality.

Job Purpose

The Treasurer plays a crucial role in overseeing the financial health of the Runnymede Trust, ensuring robust financial management and compliance with legal and regulatory requirements. The ideal candidate will have experience in financial oversight, strategic planning, and governance. They will support the long-term economic strategy, facilitate the executive and Board on how Runnymede uses its reserves, and provide support for the Head of Finance. The Treasurer will collaborate with the Chair, Board of Trustees, and Executive Team to support the financial sustainability and strategic objectives of the organisation.

Key Responsibilities

Financial Oversight:

- Supervise the financial management of the organisation, ensuring strong financial controls and procedures.
- Monitor financial performance, including budget setting, financial planning, and reporting.
- Provide regular financial reports and insights to the Board, advising on financial strategies and risk management.
- Ensure the organisation operates within its financial capabilities and budget.

Legal Compliance & Advisory:

- Ensure compliance with all financial and legal regulations and requirements.
- Liaise with external auditors and advisors to maintain transparency and accountability.
- Provide guidance on financial governance and risk management.

Fundraising & Development:

- Support fundraising efforts to secure financial resources for the Trust's initiatives.
- Collaborate with the fundraising team to develop and implement strategies for donor engagement and funding opportunities.
- Monitor and report on fundraising performance to the Board.

Strategic Planning:

- Contribute to the development and implementation of the organisation's strategic plan.
- Ensure that financial strategies align with the Trust's mission and long-term goals.
- Participate in strategic discussions and decision-making processes.

Governance:

- Support the development and implementation of governance policies and practices.
- Act as Vice Chair when required, stepping in to lead board meetings and other duties in the Chair's absence.
- Lead or participate in sub-committees and working groups to address specific financial or operational needs.

External Relations & Advocacy:

- Represent the Runnymede Trust at key events, meetings, and functions as an ambassador for the organisation.
- Develop and maintain relationships with key stakeholders, including donors, partners, and community leaders.

Person Specification

- Proven experience in financial management, preferably within a non-profit or charitable organisation.
- Strong understanding of governance, financial controls, and regulatory requirements.
- Excellent strategic thinking, planning, and leadership skills.
- Demonstrated ability to work collaboratively and build consensus among diverse groups.
- Passion for Runnymede Trust's mission and values with a deep commitment to promoting racial equality.
- Experience in fundraising and stakeholder engagement is highly desirable.