



Job Description: Volunteer Treasurer for Fertility Charity in Jersey

Are you passionate about supporting people on their fertility journey? Tiny Seeds is seeking a dedicated and experienced Treasurer to join our team on a voluntary basis. This is an excellent opportunity to lend your skills to a vital cause, work with a passionate team, and help support those in need.

Position: Volunteer Treasurer

Location: Jersey, Channel Islands

Reports to: Board of Trustees/Chair of the Board

Commitment: Flexible (approximately 4-6 hours per month)

About the Charity:

We are a fertility support and awareness charity based in Jersey, dedicated to supporting anyone facing a fertility challenge. We provide vital information, guidance, and support, as well as raising awareness and advocating for improved fertility services within the community. We are looking for a dedicated volunteer to serve as our Company Secretary and contribute to the growth and success of our organisation.

Role Overview:

The Treasurer will play a vital role in overseeing the financial management of the charity, ensuring it remains financially sustainable, transparent, and compliant with all relevant regulations. This is a volunteer position requiring strong financial acumen, excellent organisational skills, and a passion for supporting the charity's mission. The Treasurer will work closely with the Board of Trustees and the Charity Operations Manager to ensure sound financial practices.

Key Responsibilities:

- **Financial Oversight:**
 - Oversee the financial health of the charity, ensuring that finances are properly managed, accounted for, and reported.
 - Maintain and monitor the charity's bank accounts, ensuring funds are appropriately allocated and managed.
 - Develop and monitor the charity's annual budget in collaboration with the Board and CEO.
 - Ensure appropriate financial controls are in place to prevent mismanagement or fraud.

- **Financial Reporting:**
 - Prepare and present regular financial reports to the Board of Trustees, including monthly or quarterly management accounts and an annual financial summary.
 - Ensure accurate and timely submission of the charity's annual financial statements and reports.
 - Support the preparation of the charity's annual return to regulatory authorities, such as the Jersey Financial Services Commission (JFSC).

- **Compliance and Regulation:**
 - Ensure compliance with all financial regulations and legislation relevant to Jersey-based charities.
 - Work with external auditors (if required) to ensure proper financial auditing of the charity's accounts.
 - Ensure the charity is meeting its obligations regarding tax reporting and charity registration.
- **Fundraising and Strategy Support:**
 - Advise on financial aspects of fundraising activities, ensuring that funds are being raised in a way that is both sustainable and in line with the charity's financial goals.
 - Assist in developing strategies for fundraising, financial growth, and sustainability.
- **Board Support:**
 - Act as the primary point of contact for financial matters within the charity.
 - Attend and participate in Board meetings, providing financial insights to support decision-making.
 - Assist in setting financial policies and procedures for the charity.

Skills and Qualifications:

- Strong understanding of financial management and accounting, preferably with experience in charity or nonprofit financial oversight.
- Professional qualification in accounting or finance (e.g., ACA, ACCA, CIMA) is desirable, but not essential.
- Excellent organisational and administrative skills, with the ability to manage multiple tasks and deadlines.
- Proficient in using accounting software and Microsoft Excel (or similar tools).
- High level of attention to detail and accuracy.
- Strong communication skills, with the ability to present financial information clearly to non-financial stakeholders.
- Proactive and able to work independently, while collaborating effectively with other board members and the CEO.
- A passion for the charity's mission and a desire to make a difference in the fertility community.

Benefits:

- Gain valuable experience in financial management within a charity setting.
- Opportunity to make a significant impact in the lives of individuals and couples facing fertility challenges.
- Flexible working hours and the ability to contribute remotely.
- Develop connections with like-minded individuals and professionals in the charity sector.

How to Apply:

If you are passionate about our cause and have the skills to help manage the charity's financial health, we would love to hear from you. Please send your CV and a brief cover letter explaining why you are interested in this volunteer role to hello@tinyseeds.je.

This role offers a fantastic opportunity for someone looking to use their financial expertise to help a growing charity and make a meaningful difference to the community of people facing a struggle to bring home a baby.