



Sinai Park House
Shobnall Road
Burton-on-Trent
Staffordshire
DE13 0QJ

Trustee Role Description

Role Title: Treasurer

Accountable To: The Sinai Park House Trust Board of Directors

Background

Sinai House is Burton's oldest surviving building, dating to the 1300s. It's the last remaining part of Burton Abbey and the biggest, most influential monastic order in Medieval Britain; a Grade 2* listed building surrounded by a scheduled moat which puts it into the top 7% in the country for its historical and architectural significance.

Sinai Park House Trust has secured over £50,000 from The National Lottery Heritage Fund. Being on the "heritage at risk" register for 24 years, it is vital that restorative works begin soon whilst there is still a chance of physical repair.

We aim to restore the derelict parts of the building and create a wellbeing and education centre which will welcome guests and visitors alike to benefit from the tranquillity, biodiversity and antiquity of the site.

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specifically

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.

- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.
- Manage the bank account
- Manage the accounting software (Freeagent)
- Streamline systems/payments
- Make sure invoices are paid
- Attend meetings
- Liaise with accountant and give them access to Freeagent
- Make sure paperwork is uploaded and reconciled to Freeagent in time for tax return

Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

Hours

Approx. 8 hrs per month

For more info contact Laura on laura@sinaiparkhouse.co.uk or call 07966 208301