



Treasurer

Role outline	
Role:	Treasurer of Goods for Good (Global) Registered Charity No. 1165565
Key financial data:	Annual income 2024 - £300,000 Annual expenditure 2024 - £276,000 Year end - 31 st March Payrolled employees – 7 Accounting software – Xero Trustee Board - 8
Remuneration:	This is an unpaid, voluntary position. However, Goods For Good is able to cover any out-of-pocket expenses incurred in carrying out the role
Location and Travel:	While many of our meetings are currently held online, we would like to move back towards more face-to-face communication so candidates must be prepared to travel to meetings in London and Watford

Background to Goods For Good

Established in 2014, Goods For Good mobilises UK businesses and communities to donate overstocked, unsold or unwanted essential goods like clothing, footwear, bedding, toiletries, and hygiene goods so that they can improve the lives of vulnerable people. The goods we source are needs-led and are distributed via frontline support organisations to older people, refugees and asylum seekers, young people who are leaving care, people who are homeless or insecurely housed, and those in assisted housing with dementia or mental health issues, and families on low incomes.

Looking ahead, the need for our services has never been greater. The cost-of-living crisis is likely to force more UK households into poverty during 2025/26 and the repercussions of the war in Ukraine and environmental disasters in Turkey, Syria, Morocco, Libya and the Middle East will continue to be catastrophic for thousands of people who have been displaced. Meanwhile, retailers and manufacturers are still sending surplus goods to landfill. Goods For Good's vision is of a world where no usable goods go to waste.

Role summary

The Treasurer is a key member of the organisation responsible for maintaining the financial management of the charity. The role involves overseeing the charity's financial affairs, including budgeting, financial reporting, and ensuring proper financial controls are in place. The Treasurer also handles bookkeeping and payroll duties to ensure accurate and timely recording of all financial transactions.

Key responsibilities

1. Financial Oversight:

- Ensure the charity's financial records are maintained in accordance with legal requirements and best practices.
- Monitor the financial performance and position of the charity, regularly reporting to the Finance Committee and the Board of Trustees.
- Develop and review financial policies and procedures.

2. Budgeting and Financial Planning:

- Lead the preparation of the annual budget and financial plans.
- Provide financial forecasts and analysis to support strategic decision-making.
- Assist in the development and implementation of the charity's strategic plan.

3. Bookkeeping:

- Maintain accurate and up-to-date financial records using Xero, cloud based software.
- Record all financial transactions, including income, expenses, and bank transactions.
- Reconcile bank statements and maintain documentation for all financial transactions.

4. Financial Reporting:

- Preparation of monthly financial report for review and discussion with the Finance Committee including Income and Expenditure statement, Receivable balances, cash balances held and Restricted Donations plus cash flow forecast to be added.

- Preparation of quarterly finance report for distribution and discussion to the Trustee Board at the quarterly meeting.
- Ensure timely submission of annual accounts and reports to regulatory bodies on an annual basis i.e. The Charity Commission, the charity's accountants and any other relevant bodies.
- Prepare financial statements for annual review by the charity's accountants and liaison with the accountants.

5. Compliance and Risk Management:

- Ensure compliance with relevant financial regulations and laws.
- Implement and monitor internal financial controls to minimize risk.
- Advise the Board on financial implications of the charity's strategic plans and activities.

6. Fundraising and Grants:

- Support fundraising efforts by providing financial insights and budgetary information.
- Monitor grant funding and ensure proper financial reporting to grantors.

7. Collaboration:

- Work closely with the Board, CEO, and other staff members to achieve the charity's mission and goals.
- Attend and contribute to Board meetings, providing financial insights and guidance.

Qualifications and experience

- Proven experience in financial management, accounting, or bookkeeping, preferably within the non-profit sector.
- Proficiency in accounting software and MS Office, particularly Excel.
- Strong understanding of charity finance regulations and best practices.
- Excellent organizational, analytical, and problem-solving skills.
- Strong communication and interpersonal skills.
- Commitment to the mission and values of the charity.

Time commitment

- An average of 1.5 to 2 days a week with support from members of the team.
- Attendance at quarterly Board meetings.
- Attendance at Finance Committee meetings once a month (online)

For more information and to apply

If you are interested in finding out more about the role, please contact our CEO & Founder, Rosalind Bluestone MBE, who will be happy to talk to you about the charity and its important work: rosalind@goodsforgood.org.uk.

To make an application for the role, please email Rosalind your CV together with a covering letter telling us more about how you meet the role description and what skills and experience you would bring to our small organisation.

We expect to interview candidates on a rolling basis until we find the perfect fit, so please do send us your application as soon as it's ready.

Just as Goods For Good serves everyone around the world regardless of race, ethnicity, gender, religion, sexual orientation or age, we welcome applications from everyone.