Voices Gloucester is a charitable incorporated organisation charity registration no. 1207923

Honorary Treasurer for Voices Gloucester
Brief for Voluntary Position

Voices Gloucester is community-led, inquisitive, and passionate about lived history. We aim to foster creativity by providing a platform for Voices projects that challenge traditional interpretations of history and heritage. Our work respects and supports individual and community voices while developing confidence and engagement. We seek to stimulate meaningful dialogue about the past and its influence on the present and future.

Our core activity is driven by an open access and supportive Community Grant Programme, in which communities and individuals are able to propose projects that celebrate and share an aspect of Gloucester's history and heritage. Successful projects are selected by a community panel, and are further supported in project design and delivery, mentoring and marketing.

You can read more about Voices Gloucester and the work we do on our website.

The Role

We are looking to appoint an Honorary Treasurer to join our small and friendly Board of Trustees when our acting Treasurer steps down from their role at the end of 2025. This is an unpaid, voluntary role.

In broad terms, the role of the Hon Treasurer is to monitor the financial health and administration of the charity and report to the Board at regular intervals, in line with best practice, our governing documents and our legal and funding requirements.

In practice, for Voices Gloucester this means:

- Supporting and liaising with the team responsible for the management of budgets, financial reporting and fundraising
- Liaising with external auditors as appropriate
- Ensuring that proper accounting records are kept and financial resources properly controlled
- Ensuring that Voices Gloucester adheres to relevant policies, including the Financial Reserves and Financial Management policies

- Advising on the financial implications of the charity's strategic business plan and associated projects and policies, including the financial aspects of our risk management policy (pending)
- Acting as a counter signatory on charity cheques and important applications to funders

Who Can Apply

We welcome applications from anyone who has experience in financial management, accounting, budgeting or risk management. While previous experience in the management and governance of charitable organisations would be welcome, Voices Gloucester is keen to encourage people for whom this would be their first Board-level role.

Voices Gloucester value having a range of experiences and perspectives as part of our team. Everyone is welcome to apply for this position. However, owing to the underrepresentation of these identities and characteristics across our sector at large, we are particularly interested in hearing from people who identify as D/deaf and/or disabled, neurodivergent, those from low socio-economic backgrounds and Global Majority candidates. We are also keen to receive applications from those living in Gloucester.

How To Apply

Please send your CV to **trustees@voicesgloucester.org.uk** with a brief note about why you'd like to serve on the Voices Gloucester Board. Please note that recruitment for this role is ongoing, with no specific deadline in place.

This role is made possible with the support of The National Lottery Heritage Fund