Job vacancies in the migration sector

Trustee Treasurer (Volunteer Role) – St Augustine’s Centre, Halifax

St. Augustine's Centre, Halifax are currently looking for a Trustee Treasurer to join the Board. **This is a voluntary role, but a vital one, helping to ensure the charity remains financially sustainable and well governed.**

Key responsibilities include:

- Acting as **Company Secretary**
- Filing accounts and annual returns to Companies House and the Charity Commission
- Maintaining bank accounts and mandates
- Authorising payments and overseeing movement of funds
- Ensuring compliance with our governing documents (Memorandum and Articles of Association)
- Supporting the preparation of annual accounts
- Working with the Director on budgets and forecasts
- Supporting financial systems (including QuickBooks)

Time commitment

- This is a voluntary role (reasonable expenses are paid, including travel and childcare where needed)
- 4 Board meetings per year, lasting around 2 hours each
- Meetings are usually held in person, with the option to join online
- Preparation time of around 1 hour per meeting
- Trustees also join at least one Board sub-group, meeting 4 times a year

Overall, the commitment is approximately 8 hours per month, with flexibility depending on your availability.

Support is available for trustees whose first language is not English.

How to apply: To apply, please visit Trustee Treasurer (Volunteer Role) – St Augustine's Centre, Halifax

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