

Recruitment pack

TREASURER

July 2026



AN INTRODUCTION FROM OUR CHAIR

Thank you for your interest in the Treasurer role at Community Base.

We are a Brighton charity that exists to support the voluntary sector in Brighton & Hove. From our building on Queens Road, we have provided a range of vital services to a thriving community of local charities and community groups since 1997, and we are a cornerstone of the non-profit community in the city.

As we look ahead to the next stage of our development, we are seeking a new Treasurer to join our Board: an experienced finance professional who can provide strategic financial leadership, lead Board-level scrutiny of our finances, and help shape the long-term sustainability of the organisation and the sector it serves.

Our purpose – supporting an independent, diverse and socially committed voluntary sector in our vibrant city – shapes how we operate, who we work with, and the kind of Board we are building. We are particularly proud of our inclusive services and want to build a Board that reflects this. With this in mind, we warmly welcome applications from both new and experienced trustees.

This pack sets out the role, the experience we are looking for, and how to apply.

Paul Evans, Chair





OUR ROLE IN THE COMMUNITY

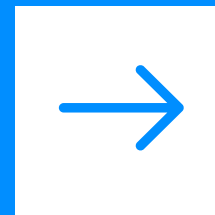
We are proud of our position in the charity landscape and we know that our services are vital – both to the organisations based here and to people in the city.

We are proudly independent, believe fiercely that diversity strengthens our city and committed to promoting social justice.



We provide space

We offer low-cost office accommodation and meeting rooms to a diverse range of community organisations, many of which would not otherwise be able to afford a central Brighton location



We signpost

Our reception is open to everyone in the city and our fabulous reception staff can signpost to local groups, services, job and volunteering opportunities.



We are a community

Since our early days, we have taken our place at the heart of the non-profit community seriously, aiming to create a hub where people and organisations can come together to make our city a better place for everyone.

We are an open and listening organisation, always seeking to learn from others' perspectives and improve what we do for the benefit of our community.



ABOUT THE ROLE

The treasurer leads on financial oversight for the board. This means they help the board understand the charity's financial position and ensure that proper controls are in place, acting as a resource for other trustees, helping the board engage with financial information confidently.

In practice, this means reviewing and interpreting financial reports and flagging any concerns to the board. They will also be required to offer a level of mentorship to internal finance staff, and will meet with them regularly.

The treasurer also oversees the annual accounts and audit or independent examination process, and ensures the charity meets its financial reporting obligations to the Charity Commission.

No formal financial qualification is required, though experience of financial management or oversight is important. The role suits someone who can translate numbers into plain language for a non-finance audience.

BEING A TRUSTEE

All trustees share the same core responsibilities, regardless of any additional role they hold on the board.

Trustees are collectively responsible for ensuring the charity is well governed, legally compliant, and operating in line with its purposes. This means engaging with board papers, attending meetings, contributing to decisions, and taking collective responsibility for the outcomes of those decisions.

Trustees must always act in the best interests of the charity, set its strategic direction, and ensure its resources are used appropriately. They are expected to be able to have constructive conversations and maintain the independence of their judgement.

Trustees work closely with the Director, offering support and challenge. Board meetings are held quarterly, with additional contact between meetings as needed.



TIME COMMITMENT

Minimum: 3 hours/month (2-hour board meeting + prep), in person (evenings)

Initially: up to 1 day/month depending on audit cycles or exceptional needs (with flexibility around your personal and professional commitments)

Two in-person events per year (e.g., Away Day, AGM)

Potential increased involvement during periods of change, audit season and other key financial needs



OUR FUTURE PLANS

We are at an exciting point in our development as an organisation.

To ensure our next chapter is as successful as the first three decades, we are strengthening our governance practices and refreshing our strategic direction.

As part of this work, we are looking to build on the skills and experience already around the board table, and to define more clearly the role we play within our community.

WHO WE ARE LOOKING FOR

We are at a point in our development where we are looking to reshape our approach to finance oversight, governance and how the Board work together.



We are looking for a collaborative, financially skilled and committed individual to help us take Community Base forward with confidence and intention.



Skills & Experience

- Professional experience in charity finance, governance, audit or a closely related field, for example as a treasurer, trustee, finance director or CEO
- Strong financial literacy, with full confidence reading, interpreting and questioning financial information
- Working understanding of budgeting, cash flow management, financial controls, reserves and managing financial risk
- Ability to communicate financial information clearly to colleagues who are not finance specialists
- Experience related to buildings, leases, service charges, property costs or long-term asset management would be an advantage, but is not essential



Personal Qualities

- Sound judgement backed up by scrutiny and charity law
- The confidence to offer constructive challenge
- A collaborative approach to working with fellow trustees, staff and external advisers
- A genuine commitment to Community Base's purpose and values
- Committed to transparency, accountability and good governance

KEY RESPONSIBILITIES

The Treasurer is the Board's lead voice on finance. The role is to provide strategic financial oversight of Community Base, ensure the Board has the financial insight it needs to make sound decisions, and help safeguard the long-term sustainability of the charity, its building and its resources.

Financial leadership

- Leading the Board's scrutiny of budgets, management accounts, cash flow, reserves and financial risks
- Helping trustees understand the financial implications of strategic decisions, and identifying issues before they escalate
- Overseeing the annual budget and year-end accounts process, and presenting the finances clearly to the Board
- Acting as the Board's principal point of contact with our accountants, auditors or independent examiners
- Ensuring suitable financial controls, policies and reporting arrangements are in place and operating effectively
- Providing constructive challenge on financial reports, forecasts and proposals

Governance

- Ensuring the charity operates in accordance with its governing document, charity law, and the requirements of the Charity Commission
- Reviewing and approving key policies, and ensuring the board has oversight of any significant compliance or legal issues
- Contributing to board-level risk management and ensuring mitigation is adequate
- Ensuring the charity's governance structures and practices remain fit for purpose
- Providing constructive challenge on proposals and decisions, offering support and challenge to the Director
- Remaining accountable to the communities and organisations the charity serves



HOW TO APPLY

To apply, please send:

- A short CV or summary of your relevant professional experience
- A short covering statement explaining your interest in Community Base and the financial and governance experience you would bring to the role

Applications to: director@communitybase.org

Closing date: 24 August 2026

We will be reviewing applications on a rolling basis as they come in.

For an informal conversation: contact Olivia Canham, director, on the email address above

If you are interested but uncertain whether a trustee role is for you, we encourage you to make contact for an informal discussion.



ELIGIBILITY

Trustees must be eligible to act as charity trustees and company directors. Before appointment, candidates will be asked to confirm their eligibility and to declare any actual or potential conflicts of interest, in line with standard charity governance practice.

EQUITY, DIVERSITY & INCLUSION

Community Base is committed to a voluntary sector that reflects the city it serves. We particularly welcome applications from people currently under-represented on charity boards, including people from Black, Asian and minoritised ethnic backgrounds, disabled people, LGBTQ+ people, and people from lower socio-economic backgrounds.