



Childhood Eye Cancer Trust
Treasurer

About The Childhood Eye Cancer Trust



The Childhood Eye Cancer Trust (CHECT) is a UK charity dedicated to helping people affected by retinoblastoma (Rb), a rare form of eye cancer. We:

- Provide support and information to families and individuals.
- Fund research into the prevention and treatment of retinoblastoma.
- Raise awareness among health professionals and the public.
- Influence policy to improve services for patients.

We have been helping families for more than 35 years and we know that when a child is diagnosed, it can be a distressing and frightening time for everyone. For some people retinoblastoma can have a long term impact and we offer lifelong support for anyone affected – from diagnosis to adulthood.

We are here to help.

For more information please visit www.chect.org.uk

Treasurer role summary

The Childhood Eye Cancer Trust (CHECT) is looking to appoint a qualified finance professional to join the Board of Trustees as Treasurer.

You will provide scrutiny and oversight of the work of the charity, with a particular focus on all financial issues. This will include providing the Board with the reassurance that the finances and the related processes are operating effectively, ensuring best use of the charity's resources.

You will use your financial knowledge and experience to undertake a monthly review of the Charity's management accounts, assisting the Management Team in achieving the charity's financial targets, as well as providing the necessary oversight of the annual audited accounts process.

This is a voluntary position, and one that makes a real difference to all those affected by Retinoblastoma.





Treasurer



The role of trustee

CHECT's Board of Trustees share ultimate responsibility for governing the charity and directing how it is managed and run.

As a member of the Board of Trustees you will help set the strategic aims, objectives, and direction of the charity. The skills and knowledge you bring will enhance the Board and support CHECT in achieving its charitable objectives.

Key accountabilities

- Overseeing the financial stability of the organisation and that all accounting processes and procedures are adhered to.
- Reviewing and giving assurance to Trustees on the charity's financial performance, finance and investment policies, insurance provision and risk management.
- Ensuring that the charity has robust and effective financial controls in place.
- Liaising with and supporting the CEO and Head of Finance and the charity's independent auditors.
- Providing finance updates and reports to the Board.
- Playing a key role in the Finance & Risk committee.

General requirements

- Act as an ambassador for the charity and represent the interests of all stakeholders.
- Actively participate in all Board meetings and other Trustee meetings as they arise.
- Contribute to the effective performance of the Board.
- Support the executive team in managing the charity.
- Support the fundraising team with advice and guidance.

Specific skills and knowledge

Essential

- Qualified and practicing accountant with demonstrated financial awareness and knowledge.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- The delivery of timely and accurate Annual Report & Accounts.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Good communication and leadership skills

Desirable

- Demonstrated knowledge and experience of charity finance practices.
- Skills and experience in one or more areas of non-executive governance and management e.g., risk management, strategic planning, financial/accountancy.
- A team-oriented approach to problem solving and to management.

Term of appointment

The period for which Trustees are appointed is three years, with an option to serve two further terms by agreement of the Board of Trustees.

Time commitment

The time required is in line with the need to hold a suitable level of oversight of the management and reporting of CHECT's finances, and to provide detailed technical advice to the Head of Finance and CEO.

The Treasurer remotely attends six Finance & Risk Committee meetings (weekday evening) and attends six Board meetings (five remote and one in person - held on a Saturday morning) per annum.

It is also required that there is availability for:

- Ad hoc financial advice and guidance.
- Monthly meetings with the Head of Finance and CEO to review management accounts – including a more detailed quarterly review of performance.
- Input in the annual budget setting process.
- Oversight of, and engagement in the annual audit – including meetings with Auditors, review and sign off of financial information and management letter, and approval of final annual report & accounts for review by the Board and sign off by the Chair.

There will be odd occasions when Trustees are required to attend other planned meetings i.e., strategy meetings and events.

Expression of Interest

To express your interest, or for further information please contact CHECT's CEO, Richard Ashton with your details and covering note.

Email: richard.ashton@chect.org.uk

CHECT actively encourages applications from individuals with disabilities and are committed to making reasonable adjustments throughout the recruitment process to ensure equal opportunities for all candidates.

If you require any accommodations or adjustments to participate fully in the recruitment process, please inform us, and we will do our utmost to accommodate your needs.

We believe that diversity enriches our team and enables us to better understand and serve our members. We are dedicated to creating a culture of inclusivity where everyone can thrive and contribute their unique perspectives and talents.

