



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 financial scrutiny and oversight on behalf of the Board, to include providing a level of 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 monthly reviews of the Charity's management accounts, overseeing budgetary performance, and providing the necessary oversight of the annual audit.

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

To note – ultimate responsibility for all financial matters sits with the Board as directors of the charity with the role of Treasurer providing a level of oversight and reassurance.



Treasurer



The role of trustee

Our Trustees are part of a small and professional charity and are key in helping deliver our charitable objects, in developing our plans, and in ensuring our financial sustainability.

The Board of Trustees share ultimate responsibility for governing the charity and direct how it is managed and run in accordance with its purpose, the law, and best practice.

Key accountabilities for Treasurer

- Overseeing financial operations and accounting processes/procedures/controls.
- Reviewing and updating the BoT on financial performance, finance and investment policies, and insurance provision.
- Overseeing the annual audit.
- Liaising with and supporting the CEO and Finance Manager and the charity's independent auditors.
- Being a member of the Finance, Risk & Safeguarding committee.

Specific skills and knowledge

Essential

- Qualified accountant.
- Ability to communicate financial information to the BoT and other stakeholders.
- The delivery of Annual Report & Accounts.
- Analytical and evaluation skills, demonstrating good judgement.

Desirable

- Demonstrated knowledge and experience of charity finance practices.

Time commitment

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

The Treasurer remotely attends x4 Finance & Risk Committee meetings (weekday evening) and attends x4 Board meetings (remote and 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.
- 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.

Equality, Diversity, and Inclusivity

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.

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

