



Vacancy: Treasurer

Role Description

About Pain Concern

Pain Concern is a charity providing information and support to people with pain and those who care for them, whether family, friends or healthcare professionals. Visit our [website](#) to find out more about what we do, including our [Airing Pain](#) radio programme, [Pain Matters](#) magazine, information helpline, community pain education sessions and our research and campaigning work.

All pain is unpleasant, but for the 7.8 million people in the UK living with long-term pain it is a part of everyday life. It diminishes quality of life more than any other condition, leading often to loss of work, depression and disability. Anyone at any age can develop persistent pain and you will very probably know somebody affected. Although there is usually no cure, people who receive the appropriate treatment, information and support can manage their condition effectively with life-changing results

Role purpose

The treasurer acts as a trustee of the charity, with additional responsibilities for overseeing the charities funds. Day to day bookkeeping is carried out in the office by the charity's accounts clerks, using a Sage accounting package.

Please note that for safeguarding purposes, the successful applicant will be required to undertake a PVG check. The cost of which will be covered by Pain Concern.

This role reports into the Board of Trustees and works closely with the Charity's Chair.

What you would be doing

- To monitor the financial administration of the charity and report to the board of trustees at regular (monthly) intervals.
- Overseeing the preparation of the accounts and annual financial statements.



- Leading the board in its duty to ensure that the financial accounts are kept in line with regulatory requirements and reports are filed with OSCR and Companies House.
- Leading in the development and implementation of charity's reserves policies.
- Overseeing the financial controls and adherence to systems.
- Acting as a counter signatory on cheques and online payments.
- Board-level liaison with the external scrutiniser of the accounts.
- Complete Trustee Induction training
- Complete Safeguarding training for Trustees
- Respond in a timely manner to trustee business conducted by email and attend any ad-hoc meetings (appropriate notice given)

Is this role right for me?

We are looking for an individual who possesses some, **or all** of the experiences, skills and qualities listed below:

- Lived experience/interest in chronic pain or chronic conditions
- Qualifications in either accountancy, finance and/or business studies.
- Experience in an accountancy role
- Ability to handle sensitive information with confidentiality and professionalism.
- A working understanding of IT, Microsoft Office and Microsoft Teams

Commitment and location

- Attend 1-2hr online evening meetings 4-6 times per year
- Volunteer from your own location

Benefits to you

- Opportunity to meet new people
- Experience volunteering as part of a friendly team
- Satisfaction of supporting a valuable service in the community



How do I apply?

Please complete the application form and return to hr@painconcern.org.uk