Treasurer – Cowley Road Works Charity

Role: Treasurer and Trustee
Organisation: Cowley Road Works Charity
Responsible to: Board of Trustees
Time commitment: Approximately *16 hours per month,* plus attendance at trustee meetings

About Cowley Road Works Charity

Based in East Oxford, Cowley Road Works (CRW) is a charity that uses arts, culture and creativity as a platform for year-round community engagement, bringing people together and making a positive difference to the lives of local people.

Inspired by the rich multicultural diversity of Cowley Road and the surrounding communities, our work goes beyond arts and cultural activities. We use creativity as a way to connect people, tackle social disadvantage, improve opportunities and strengthen communities.

Our key aims are to:

- Foster community cohesion, understanding and connection, particularly in some of the city's most challenging and disadvantaged areas.
- Celebrate the diversity, creativity and cultural identity of East Oxford.
- Create opportunities for people from different backgrounds and generations to come together, participate and have their voices heard.
- Use arts and culture to encourage inclusion, participation, wellbeing and positive social change.

We are looking for an enthusiastic and committed Treasurer to join our Board of Trustees. This is an important role, helping ensure that our charity's finances are managed responsibly, transparently and sustainably, so that we can continue to deliver our charitable aims and maximise the difference we make in the community.

Purpose of the role

The Treasurer will oversee the financial affairs of Cowley Road Works Charity, ensuring that proper financial records are maintained, the charity meets its legal and regulatory responsibilities, and trustees have a clear understanding of the organisation's financial position.

Working closely with the Chair and fellow trustees, the Treasurer will help ensure that the charity's resources are used effectively to support its charitable objectives, community programmes and long-term sustainability.

This is an opportunity to contribute your financial knowledge and experience to an organisation with a genuine commitment to social impact, community development and inclusion.

Key responsibilities

Financial oversight

- Oversee the charity's financial affairs and ensure finances are managed responsibly.
- Monitor income and expenditure against agreed budgets.
- Provide regular financial updates to the Board of Trustees.
- Ensure appropriate financial controls and procedures are in place.
- Monitor cash flow and highlight any potential financial risks.

Reporting and compliance

- Oversee the preparation of annual accounts and financial reports.
- Ensure financial records are accurate and kept up to date.
- Support the preparation and submission of required financial information to the Charity Commission and other relevant bodies.
- Liaise with the charity's independent examiner or accountant, where appropriate.
- Help ensure the charity meets its financial and regulatory obligations.

Budgeting and planning

- Support the development of an annual budget.
- Help trustees understand the financial implications of proposed projects, programmes and activities.
- Advise on financial sustainability, reserves and future planning.
- Support the Board in making informed financial decisions.
- Help ensure the charity can make the best possible use of its resources to deliver its charitable aims and community impact.

Trustee responsibilities

- Attend Board meetings and contribute to collective decision-making.
- Act in the best interests of the charity and its beneficiaries.
- Ensure the charity operates in accordance with its governing document and relevant legislation.
- Share responsibility for the overall governance and strategic direction of the charity.
- Support the charity's vision of using arts, culture and community engagement to address disadvantage, promote inclusion and strengthen local communities.

Skills and experience

We are looking for someone who:

- Has an interest in supporting local communities and making a positive social impact.
- Is comfortable working with figures and financial information.

- Has good organisational and communication skills.
- Can explain financial information clearly to people without a financial background.
- Is reliable, approachable and able to work collaboratively.
- Has a good eye for detail and a responsible approach to financial management.

Previous experience in bookkeeping, accountancy, financial management or charity finance would be helpful but is not essential.

We would particularly welcome applications from people with relevant transferable skills who share our commitment to community development, equality, inclusion and the positive role that arts and culture can play in bringing people together.

Time commitment

The role is voluntary and will involve:

- Attending regular Board of Trustee meetings.
- Reviewing financial information and preparing updates for meetings.
- Providing occasional support with budgets, accounts and financial queries.

The expected commitment is approximately 16 hours per month, although this may vary throughout the year, particularly around the preparation of annual accounts.

What we offer

- The opportunity to make a meaningful contribution to a charity with a strong commitment to social impact and community development.
- The chance to support an organisation using arts, culture and creativity to bring people together and improve lives.
- An opportunity to work alongside a committed team of local trustees and community members.
- The chance to contribute to the long-term sustainability and growth of an established community-focused charity.
- An opportunity to develop experience in charity governance, strategic leadership and financial oversight.
- The satisfaction of knowing your skills and experience are helping make a real difference to people and communities across Oxford.

How to express an interest

If you are interested in becoming Treasurer and Trustee of Cowley Road Works Charity, we would love to hear from you.

Please get in touch to find out more about the role and how to apply. **Email:** director@cowleyroadworks.org