



VACANCY FOR TREASURER

Who we are and what we do

Community Transport Helpline Ltd (trading as Community Transport Wyre Forest) is a company limited by guarantee (company number 05730319) and a registered charity (charity number 1114846).

We provide a door-to-door transport service using volunteer drivers' own cars and our own wheelchair accessible minibuses for anyone who finds it difficult to use public transport and needs access to health, shopping, social and other day to day opportunities. In 2019/20 we provided over 26,000 passenger journeys over 12 months.

We run journeys to the doctors, dentists and hospitals; shops; a wide range of social gatherings or just to meet up with friends and relatives. We have seen a 50% increase in demand over the past six years and need to recruit a Treasurer to join our board. The COVID19 pandemic has posed new challenges for the delivery of the service and only underlined its importance.

We operate principally in the Wyre Forest District area. Some parts of the district are very rural and isolated by the lack of other transport services. Most of our passengers are over 70 with some form of disability.

The organisation is governed by a Board of six Trustees who are responsible for the good governance of the organisation and for providing strategic direction. Our Chief Officer is responsible for the day-to-day management of the organisation, and she reports to the Board of Trustees. We have a turnover of approximately £100,000 per annum and currently employ 1.7 FTE paid staff.

The role and tasks

A copy of the role description is attached. The role is voluntary and unpaid. The Board of Trustees meets formally for no longer than two hours every month to consider a wide range of issues including finance and fundraising, operational performance, accommodation, volunteer numbers and vehicle purchase. Additionally, Trustees can take on other duties to support the organisation which are carried out between meetings to suit their interests, skills and experience. A major part of our current work is implementation of our COVID19 Service Recovery Plan.

Information on what it means to be a Trustee can be found on The Charity Commission's website <https://www.gov.uk/guidance/charity-trustee-whats-involved>

The aims and objectives of the company are set out in the memorandum and articles of association. These can be viewed online here [COMMUNITY TRANSPORT HELPLINE LIMITED - Filing history \(free information from Companies House\) \(company-information.service.gov.uk\)](https://www.companieshouse.gov.uk/company/07901513154/filing-history)

Our accounts for the year ending March 2021 can be viewed here [COMMUNITY TRANSPORT HELPLINE LIMITED - Filing history \(free information from Companies House\) \(company-information.service.gov.uk\)](https://www.companieshouse.gov.uk/company/07901513154/filing-history)

Can you help?

We are particularly interested in applications from women and men who have experience in finance or accountancy, or who have carried out a similar role for another organisation, but we would welcome applications from people with other experience to move our organisation forward.

How to apply to become our Treasurer

If you are interested and would like to discuss the role please feel free to contact our Chairman Robert Smith on 07901 513154 for an informal chat and/or look at our website www.ctwyre.org.uk To find out more about us you can visit the Charity Commission website <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4023937>

To apply to join us please write, explaining why you are interested and what skills and experience you have that would make you suitable for the role, to Robert Smith, Chairman, Community Transport Wyre Forest, Unit 6B, Foley Business Park, Stourport Road, Kidderminster, DY11 7QL by Friday 17 September 2021 or send an email to admin@ctwyre.org.uk

How to become a volunteer

If you'd like to volunteer for us in other ways such as joining our driver team or helping in the office please contact Beverley Coldrick, Chief Officer on 01299 669840. Monday to Wednesday between the hours of 9 am and 1 pm.



COMMUNITY TRANSPORT WYRE FOREST

TREASURER - ROLE DESCRIPTION

The duties of the Treasurer include: -

- keeping detailed and accurate financial records of income and expenditure and reporting monthly to the board of trustees keeping the trustees advised of the financial affairs of the company.
- banking cheques and cash received, updating computer records and liaison with the Chief Officer regarding financial transactions.
- ensuring that appropriate financial policies and procedures are in place
- authorising payments due to the volunteers and in respect of staff salaries in liaison with our payroll contractors
- monitoring the online bank account, reconciling bank statements, and producing monthly management accounts.
- producing and updating the annual budget including monitoring of income and expenditure against budget
- provide relevant information to our external accountant to assist in compiling the annual accounts after the end of March each year

These duties may be amended by agreement and approval of the Trustees.

The role holder will become a member of the board of trustees. The trustees usually meet monthly, and the Treasurer would be expected to attend and report on the current position of the company and produce financial forecasts.