



Treasurer (Trustee)- RicNic

Location: Remote (UK-wide); *candidates with connections to the West Midlands, or lived experience of the communities RicNic services are particularly welcome.*

Time commitment: This is a voluntary role that does not require a significant time commitment.

- Approx. up to 3 hours per fortnight, particularly around budget-setting and year-end audit.
- Quarterly Board meetings (online, weekday evenings), with occasional involvement in sub-committees or planning sessions.

Terms of office: 3 years, renewable up to a maximum of 6 years.

Context:

RicNic is a youth-led creative charity, supporting children and young people to develop their skills from early years to early careers. Our vision is a world in which every young person has the confidence, skills and platforms to shape their communities through creative practice and leadership. Our projects are delivered in schools, community settings and professional theatre venues, all within a youth-led framework which supports and encourages participants to build responsibility and ownership of their own work. The charity is funded through grants from trusts and foundations, income from workshops and events, and a pay-what-you-can membership to our regular groups, ensuring that we remain as accessible as possible to those who attend our projects. RicNic is based in Walsall, West Midlands and primarily serves areas of high multiple deprivation.

Further information on our work can be found at: www.ricnic.org.uk

Overall Purpose of the Role:

The charity has grown considerably in terms of reach, funding and output in recent years. We have robust financial procedures in place, and we are looking for an individual to help us to maintain and advance these as our organisation develops. Increased demand nationwide for grant funding has seen RicNic adapt our fundraising approach and develop new strategies in order to become more sustainable. Like many small charities, we are in uncertain times financially but thanks to external guidance on governance and strategy, we have a strong plan in place to move the charity forward in the next 5 years.

RicNic is currently looking to appoint an individual to the role of Treasurer on our board. We are keen to welcome someone with a finance or accounting background, who can assist us in these areas of developing the charity.

Trustee Responsibilities (All Trustees):

As with all trustees, the Treasurer shares collective legal responsibility for RicNic's governance. All trustees are asked to:

- Understand RicNic's aims and objectives as set out in our governing document, and ensure we operate in accordance with them
- Help set the strategy for the organisation, including financial strategy, and monitor its implementation and progress
- Use their skills, knowledge and experience to further RicNic's work, putting aside personal interests and declaring any conflicts of interest as they arise
- Identify risks to RicNic and ensure they are monitored
- Attend and contribute to board meetings, and undertake agreed tasks between meetings
- Uphold RicNic's policies and procedures relevant to the trustee role, including confidentiality, safeguarding and data protection
- Uphold and contribute to RicNic's approach to equity, diversity and inclusion
- To act as an ambassador and champion for RicNic- promoting our work positively at events, in professional networks, and online, and helping open doors to new supporters, partners or funders where opportunities arise.

Treasurer Responsibilities:

In addition to general trustee duties, the Treasurer will:

- Oversee RicNic's financial affairs, ensuring they are legal, constitutional and within accepted accounting practice
- Work with the CEO to ensure proper records are kept and that effective financial procedures and controls are in place, including cheque signatories, purchasing limits and systems, petty cash/float, salary payments, pensions, and PAYE/NI payments
- Monitor and report on the financial health of the charity and its projects
- Oversee the production of necessary financial reports, returns, accounts and audits

Specifically, the Treasurer will:

- Liaise with the CEO and fellow trustees to ensure the financial viability of the organisation
- Make recommendations on banking systems, financial procedures, investments and reserves to support the development of RicNic's work
- Support fellow trustees to understand the charity's financial obligations, taking the lead in interpreting financial data for the board
- Regularly report on the financial position at committee meetings (balance sheet, cash flow, fundraising performance, etc.)
- Work with the CEO to produce an annual budget and propose its adoption at the final board meeting of the preceding financial year
- Support the CEO in producing financial reports for external funders
- Appraise the financial viability of plans, proposals and feasibility studies
- Lead on appointing and liaising with auditors/an independent examiner
- Coordinate submissions to the Charity Commission and HMRC

Person Specification

Essential

- *Significant experience in a finance, accounting or financial management role, or a recognised accounting qualification (e.g. ACA, ACCA, CIMA, CIPFA)- we welcome applications from both qualified accountants and those with strong equivalent experience*
- *Ability to read, interpret and question financial statements, budgets and cash flow forecasts*

- *Ability to translate complex financial information clearly for trustees and audiences without a financial background*
- *Sound, independent judgement, with the ability to think strategically and constructively challenge*
- *Willingness to speak candidly at board meetings while working collaboratively towards shared decisions*
- *Ability to understand and act within charity governance responsibilities, including safeguarding, confidentiality and conflicts of interest*
- *Willingness to commit the time required for the role, including reading papers and undertaking tasks between meetings*
- *A genuine interest in and commitment to RicNic's mission of youth-led creative development*

Desirable

- *Experience of financial management within a charity or not-for-profit organisation, including restricted/unrestricted funds, Gift Aid, and Charity SORP reporting*
- *Previous experience as a trustee, non-executive director, or in another board-level/governance role*
- *Experience of charity fundraising finance, grant reporting, or working with trusts and foundations*
- *Familiarity with accounting software commonly used by small charities (currently using Xero)*
- *Experience appraising investments, reserves policy, or financial risk*

How to apply:

To arrange an informal chat about the role or to apply please contact Jennifer Holyhead (CEO) at jennifer@ricnic.org.uk

Applications should include a CV and Cover Statement (in written or video/audio format if preferred) covering your interest in our work and aligning your skills to the brief above.

Closing date: 5th September 2026

RicNic aims to be an equal opportunities organisation and welcomes applications from all individuals regardless of gender, age, disability, religion, belief, sexual orientation, marital status or race.