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Retreat Association Treasurer - role description

This role is an opportunity to make a difference in a small but dynamic charity.

The Retreat Association is a National Christian-based organisation which seeks to enable people to explore and deepen their spiritual journey through retreats and reflective activities. We are rooted in our Christian faith, which gives inspiration to what we do as we strive to be open and inclusive, offering advice to whoever approaches us, whatever their background or belief.

We are seeking to appoint a treasurer to join our board of trustees and perform the following duties:

- Preparing annual accounts and annual report, together with necessary working papers prior to independent examination.
- Supporting staff in preparing figures for quarterly VAT return & processing through HMRC system; preparing figures for gift-aid claims twice a year and management figures.
- After serving a satisfactory probationary period, the role would include acting in an advisory capacity as a Trustee on the Board of Trustees and on our Operations Committee.

Relevant Experience

- At least 3 years experience in accounts and/or financial management.
- Experience of working with the charity or voluntary sector

Person specification

- Sympathetic to the work of the RA and able to share the vision of offering support to those looking for stillness and silence in their lives.
- Able to commit time to the Retreat Association both to attend meetings and to take issues forward between meetings.
- Able to work collaboratively with the Retreat Association's Executive Director, Administrator and trustees.
- Able to communicate effectively in writing and in person.

Location and frequency of meetings

Although most of the duties can be undertaken at home, the role also involves occasional visits to the home office of the RA's administrator in Princes Risborough.

It is hoped that the Treasurer will also become a Trustee on our Board and will sit on the Operations Committee. The Board meets 4 times a year, 3 times online and once a year in London. The Operations Committee meets 4 times a year online.

**For further information and an application form please contact Alison MacTier
Executive Director at alison@retreats.org.uk**

Patrons: Abbot Christopher Jamison OSB, Sara Maitland, Margaret Rizza, Revd Graham Sparkes, Dr Rowan Williams

The Retreat Association is a Company limited by guarantee registered in England and Wales. Company No: 08385106. Registered Charity No: 1150792

Member groups of the Retreat Association: Association for Promoting Retreats, Baptist Union Retreat Group, Catholic Spirituality Network
Reflect-Methodists supporting spirituality and retreats, and Affiliates of the Retreat Association