

Trustee vacancy: Treasurer



“There is nothing little about your littlelifts box. You have found a way of making me feel cared for, supported and prepared for what is to come. It is the kindest armour imaginable.” - Rebecca, littlelifts box recipient.

Our vision: every person affected by breast cancer should have the opportunity to receive a littlelifts box.

In the UK, 55,000 women will be diagnosed with breast cancer every year, and 350 men.

What is littlelifts?

littlelifts is a charity (No.1170737) supporting women and men facing breast cancer treatment across Norfolk and Suffolk. We work with Oncology, Radiotherapy and Breast Care Teams across all NHS hospitals so that women and men receive a littlelifts box before or during their treatment. Our littlelifts boxes are full of carefully chosen items to help relieve side effects treatment may cause as well as luxury treats to promote emotional wellbeing.

Since the beginning of the pandemic, we have received a surge in requests from breast cancer patients outside Norfolk and Suffolk enquiring how they can receive a littlelifts

box. Thanks to generous support from a corporate partner, we have been able to launch The little Kindness Fund.

The little Kindness Fund is a discretionary fund for women and men undergoing chemotherapy or radiotherapy treatment for primary or secondary (incurable) breast cancer, living in England and Wales. The fund enables eligible applicants to receive a littlelifts box, free of charge, to support their emotional wellbeing and support them through their cancer treatment.

Please see our full story on our website: www.littlelifts.org.uk

We're looking for a Treasurer to join our Board

Following on from sustained growth over the last three years, we have a Treasurer position available. Our Board represents a small number of committed Trustees from a variety of professional and personal backgrounds. We are an ambitious charity (we like to describe ourselves as 'small but mighty'), and despite these uncertain times, we have managed to continue to generate income through our creative and inspiring fundraising strategy currently resulting in a secure financial position. We are committed to support many more women and men in the years to come and it is important that our growth and success continues to be guided and facilitated by a dedicated and experienced Board.

Who are we looking for?

A passionate, caring, dynamic and experienced finance professional interested in helping a small fledgling charity continue to grow its presence and support across East Anglia and the UK. This is a great opportunity for someone who wants to be part of an organisation that really does make a difference.

The role of the Treasurer

In addition to the general responsibilities of a Trustee, the overall duties of the Treasurer include:

- Working with our Founder to oversee the financial activities of littlelifts, ensuring they are legal, constitutional and within accepted accounting practice.
- As part of the Board, engage with developing the vision and organisational strategy of the charity.
- Working with our Founder to ensure proper records are kept and that effective financial procedures, controls and policies are in place.
- Monitor and report (monthly) on the financial health of littlelifts.
- Oversee the production of necessary financial management reports, annual accounts and audits.
- Providing financial assistance on fundraising bids, as and when required.

Specifically

- Liaise with relevant staff, Trustees and volunteers to ensure the financial viability of littlelifts.
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Report the financial position of littlelifts at monthly meetings with the Founder (including SOFA, balance sheet, cash flow, fundraising performance).
- Report the financial position at 4 Trustee meetings per year (including SOFA, balance sheet, cash flow, fundraising performance).
- Work with Founder to produce an annual budget, in line with organisational strategy, and propose its adoption at the last Board meeting of the previous financial year.
- Check proper records are kept and that effective financial procedures, controls and policies are in place.
- Assess the financial viability of plans and proposals in line with littlelifts' overall mission.
- Work with Founder and Chair to produce littlelifts' annual accounts (usually to be presented for sign off no later than second meeting of the year).
- Lead on appointing and liaising with auditors/an independent examiner, when required.

This role **does not** involve book-keeping duties or financial activities such as paying invoices, overseeing payroll or reconciliations. We have an accountant and support within the littlelifts staff team who perform these financial tasks. Each month, financial management reports are issued by our accountant ready for review and analysis by the Treasurer.

Person specification

We are looking for someone who:

- Enjoys working as part of a team.
- Holds financial qualifications and experience.
- Has experience of financial strategic decision making and planning.
- Has experience/knowledge of Xero.
- Has experience and/or interest of charity finance and fundraising.
- Has skills to analyse proposals and examine their financial results.
- Is prepared to make challenging recommendations to the Board when needed.
- Has an interest in attending some littlelifts events throughout the year.

Time commitment

This is a varied role throughout the year and time commitment will vary from month to month. There is flexibility to review time commitment to make it work for both you and littlelifts.

- Up to 3 hours per month to meet with the Founder to review financial activity and future planning (includes pre-meeting prep time).
- Attend 4 Board meetings per year (up to 3.5 hours per meeting, one meeting held per quarter).
- Time to produce annual budget, annual accounts, Board meeting prep, support on fundraising bids and respond to finance queries (when relevant).

A unique opportunity

Challenging and rewarding in equal measure, your role as Treasurer will provide you with a unique opportunity to share your skills in a supportive environment whilst also making a huge difference to the lives of people with breast cancer.

Interested?

To ensure that any new Board member is the right fit we will run an open-recruitment process. This includes an interview with some representatives of the littlelifts Team, including our charity Founder and member/s of our Board.

This is a voluntary role with reasonable expenses considered. Successful applicants will be appointed via a two-phase programme:

1. Associate Trustee Member – to include one board meeting attendance plus active involvement in an agreed area of support.
2. Following attendance of one Board meeting, a review will take place with a view to progressing to Full Trustee Member based on agreement that the appointment is mutually beneficial for both you and littlelifts.

Would you like more info?

We'd love to hear from you! Please contact: Oa Hackett, Founder

Phone: 07944464864

Email: oa@littlelifts.org.uk

www.littlelifts.org.uk