

CAMCYCLE



Treasurer

Volunteer trustee role - Unremunerated

Camcycle is looking for a new volunteer charity treasurer as our current treasurer plans to step down. We welcome a diversity of potential trustee candidates and will work with new trustees to find a suitable arrangement for any personal circumstances that might need to be accommodated.

Camcycle has ambitions to grow and developing our finance processes and systems will be a key part of enabling this growth. We plan to diversify income streams and are exploring options such as merchandising, modernising our structure to become a Charitable Incorporated Organisation, setting up a trading arm and bolder changes to the way we operate. We're looking for a treasurer keen to be a part of this change and we expect the treasurer role to become more strategic and less transactional over time.

About us

Camcycle (Cambridge Cycling Campaign) is a high-profile and influential local charity working for more, better and safer cycling for all ages and abilities in and around Cambridge, where half the population cycles at least once a week. We are democratic and member-led, with over 1,650 members and many volunteers. We are inclusive, informed and influential. Our work is positive, practical and professional.

Our funding is derived from membership subscriptions, donations, grants from funding bodies, corporate partnerships and advertising. We have four members of staff, and many active and long-term volunteers including our board of trustees.

Our work includes:

- Agenda-setting campaigning for more, better and safer cycling.
- Responding to planning applications and public consultations.
- Organising events including our Cambridge Festival of Cycling, the Reach Ride with 1,000 participants, stalls at community events, workplace information sessions and campaigning meetings.
- Publication of print and digital cycling advocacy materials including leaflets for students, our quarterly magazine and blogs and social media posts.
- Making representations to the media and local administrative bodies in the interest of a wide diversity of people of all ages, backgrounds and abilities who are cycling for general transport purposes in the greater Cambridge region.

Responsibilities of Camcycle trustees

- All trustees must agree to and sign our [Trustee code of conduct](#).
- Trustees must comply with the [charity commission governance code](#).
- The Trustee role is voluntary and unpaid but reasonable expenses are reimbursed.

About you

- You will be a committed and enthusiastic supporter of cycling in and around the Cambridge region. This does not mean you need to cycle very far, very often or indeed at all, but rather that you understand the benefits large-scale everyday cycling can have for our society and environment.
- Ideally you will have a formal accountancy qualification, or significant practical accounting experience with management accounts and financial controls.
- An ability to communicate complex numerical information to non-finance people.
- Experience with accounting software, ideally Xero.
- You will enjoy working with a variety of stakeholders including staff, other trustees, volunteers, members, donors and other partners.
- You will need to be a member of Camcycle. (If you are not currently a member you can join in advance of submitting your trustee nomination form).

Responsibilities of the Treasurer

- Provide strategic financial leadership and advice to the organisation.
- Ensure that the financial resources of the organisation meet its present and future needs.
- Chair the finance subcommittee and report to the board; keeping the board informed about its financial duties and responsibilities.
- Ensure that relevant policies, procedures, controls and documentation are in place.
- Work with the Executive Director preparing budgets and forecasts and presenting to trustees.
- Prepare bimonthly financial reports for trustees.
- Prepare accounts for the annual independent review and ensuring any recommendations are implemented.
- Manage finance processes and controls including those involving payroll, pensions and sales and purchase invoices, including claiming gift aid.

Estimated Time commitment – Usually 3 hours a week for the treasurer role. As a charity trustee, the treasurer plays a full part in decision making and governance of the Charity.

Recruitment process

If you would like to learn more about the role of Treasurer or express interest in the position please get in touch. We will arrange a conversation with our Executive Director and/or Chair to discuss the role.

Email: hr@camcycle.org.uk