



Treasurer – Exeter Canal and Quay Trust

Updated June 2026

Role Purpose

The Treasurer is responsible for supporting the Board in terms of overseeing the financial affairs of Exeter Canal and Quay Trust, ensuring effective financial management, accurate reporting, and appropriate financial controls are in place to safeguard the charity's assets and support the delivery of its charitable objectives.

Working closely with the Board of Trustees, Chair, ECQT team, external accountants/auditors, and relevant stakeholders, the Treasurer ensures that the charity has appropriate financial information to support decision-making and meets its statutory and regulatory responsibilities.

It should be noted that the Trust is planning on some significant future funding applications which this post will have a role in preparing in terms of financial reporting. There is also the possibility that a small payroll requirement may be added to the post at a later date - if additional hours are needed to support this we will discuss that when confirmed.

Key Responsibilities

Financial Management

The Treasurer will:

- Process and authorise supplier invoices and other approved expenditure on a regular basis (normally weekly or as required - circa 100 payments per annum).
- Maintain accurate and up-to-date financial records.
- Complete regular bank reconciliations and ensure all transactions are correctly recorded.

- Prepare and submit quarterly VAT returns, including management of the charity's partial exemption arrangements.
 - Monitor cash flow and ensure the charity maintains appropriate financial reserves.
 - Ensure robust financial controls, procedures, and systems are maintained and reviewed regularly.
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Property Invoicing

The Treasurer will:

- Manage quarterly invoicing for the Trust's property portfolio following liaison with the Trust's Property Advisor.
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Financial Reporting

The Treasurer will:

- Prepare and present regular financial reports to the Board of Trustees, Finance Sub-Committee, and other relevant meetings.
 - Provide clear commentary on financial performance, budget variances, cash flow, and financial risks.
 - Support the Board in understanding the charity's financial position, commitments, and future financial requirements.
 - Produce management information and financial analysis to support effective decision-making.
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Budgeting and Financial Planning

The Treasurer will:

- Lead the preparation of the annual budget in collaboration with trustees and operational staff.
 - Monitor actual performance against budget and highlight significant variances.
 - Support the development of longer-term financial plans, forecasts, and sustainability planning.
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Governance and Compliance

The Treasurer will:

- Ensure compliance with charity accounting requirements, VAT regulations, and relevant financial legislation.
 - Maintain appropriate knowledge of VAT partial exemption rules and their application to the Trust's activities.
 - Support the Board in fulfilling its financial oversight responsibilities.
 - Contribute to the development and review of financial policies, procedures, and controls.
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Year-End Accounts and Audit

The Treasurer will:

- Act as the main point of contact with the charity's external accountants and auditors.
 - Provide financial records and supporting documentation required for preparation of the annual accounts.
 - Coordinate responses to audit queries and support implementation of recommendations where appropriate.
 - Support the preparation and presentation of annual financial statements for Board approval.
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Person Specification

Essential

The successful candidate will have:

- Experience in financial management, bookkeeping, accounting, or finance administration.
- Ability to prepare, interpret, and communicate financial reports and budgets.
- Experience with bank reconciliations, VAT returns, and financial record keeping.
- Understanding of financial controls, governance, and compliance requirements.
- Strong organisational skills and attention to detail.
- Ability to communicate financial information clearly to non-financial audiences.
- Competence using accounting software (Xero) and Microsoft Excel.
- Commitment to the aims, objectives, and values of [Exeter Canal and Quay Trust](#).

Desirable

- Accounting qualification or equivalent relevant finance experience.
 - Experience managing charity finances and understanding Charity Commission requirements.
 - Knowledge of VAT partial exemption rules.
 - Experience working with external accountants or auditors.
 - Previous experience working with boards, committees, or charitable organisations.
 - Experience of payroll
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Time Commitment

The role requires:

- Attendance at quarterly Board meetings (held in person at the Custom House).
 - Attendance at Finance Sub-Committee meetings and trustee briefings as required.
 - Ongoing monthly financial administration and reporting responsibilities.
 - Additional time commitment during annual budget preparation and year-end accounts processes.
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Accountability

The Treasurer is accountable to the Board of Trustees of Exeter Canal and Quay Trust for the effective management, oversight, and reporting of the charity's finances.

Role Details

The role is based on **335 annualised hours per annum** at a fee of **£25 per hour**. Work can largely be done remotely (other than meetings as above) or a desk space can be provided at the Exeter Custom House.

This fee is inclusive of VAT (not currently chargeable), National Insurance, income tax, professional indemnity insurance, and public liability insurance.

Reasonable travel expenses from your home base (excluding normal travel-to-work expenses) and other agreed out-of-pocket expenses will be reimbursed by the Trust upon agreement and production of appropriate receipts.

Payment will be made within 14 days of receipt of invoices from the Treasurer. Nothing within this clause affects the Trust's right to contest liability for payment, either in full or in part.

The Treasurer will maintain professional indemnity and public liability insurance at a level agreed with the Trust throughout the period of the contract.

To apply - please send a CV and cover letter to anna@exetercustomhouse.co.uk no later than 5pm on 15th July. Please also use this email for any queries.

Thank you!

ECQT Team