

SharkStuff Treasurer Specification

About the opportunity

A volunteer Trustee (Treasurer) for registered charity SharkStuff, for an appointment of 1 year.

About SharkStuff

SharkStuff is a small charity based in Poole Dorset. We run educational and research projects centred on Dorset's shark species, with the aim to improve their public perception and conservation.

What are we looking for?

The Treasurer is expected to:

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns and accounts for the Charity Commission
- Manage payroll (currently for one part-time employee) ensuring that all tax and legal requirements are met (payroll software will be provided)
- Be fit to act as Trustee of a Charity according to the regulations and guidance of the Charity Commission

Practical considerations

SharkStuff is based in Poole, Dorset and General Meetings are held quarterly, in addition to an Annual General Meeting. Meetings last approximately 1 hour and often take place outside of normal working hours. Attendance at these meetings can be conducted electronically (e.g. via Skype), and the position would suit a person working from home with access to their own computer.

How to apply

Email us at info@sharkstuff.co.uk with a cover letter detailing your relevant experience and why you think you would be a good fit for the role. This recruitment will be open on a rolling basis until the right candidate is found. We will do our best to get back to everyone, but if you haven't heard from us within one month, please assume that we have decided not to take your application further.



SharkStuff
Shared Seas, Safe Sharks

Registered Charity Number: 1178013