**About Clinks**

Clinks is the leading membership charity for voluntary sector organisations working with people in the criminal justice system and their families across England and Wales. We have over 500 members working in criminal justice and provide an influential voice for them, helping to shape and develop thinking and practice in the criminal justice sector. Our vision is of a vibrant, independent and resilient voluntary sector that enables people to transform their lives. We support, represent and advocate for the voluntary sector in criminal justice, enabling it to provide the best possible opportunities for individuals and their families.

**Activities**

The voluntary sector plays a vital role in reducing crime, reducing reoffending, and helping people to reintegrate into society. Its skills and reach are crucial to the current government’s aims to transform rehabilitation and reduce reoffending. Clinks is a vital link between the sector, government, and the wider criminal justice system. We amplify the voice of the voluntary sector by working with government and influencing policy. We work at both a national and regional level, drawing on the experience of our members, and evidence gathered at a local level, to influence policy and practice. We provide support and opportunities for voluntary sector organisations working in the criminal justice sector

**About the role**

We are seeking an enthusiastic and committed individual to become the Treasurer of Clinks. This vacancy is due to the retirement of our current Treasurer, who has led Clinks through a period of financial and staff growth. With the other trustees, you will help lead the organisation and build on the solid foundations of our existing work, bringing financial and accountancy skills to assist our staff and trustees and help ensure Clinks’ continuing financial resilience and compliance with legal and procedural requirements.

Sound finance skills are essential and knowledge of charity finance is highly desirable. Accountancy skills/qualification would be an advantage.

**Responsibilities**

The Treasurer will have the following key responsibilities:

* To guide and advise the Board of Trustees in the approval and review of budgets, accounts, financial statements and annual budget, as well as on the financial implications of the strategic and business plans of Clinks.
* To work alongside the Clinks finance team, which oversees the day-to-day financial activity of the organisation.
* To understand accounting procedures and key internal financial controls to ensure that the financial integrity of Clinks is sound.
* To ensure accounts are properly audited and that accepted recommendations of the auditors are implemented.
* To present the accounts at the annual general meeting, drawing attention to important details.
* To serve on the Finance and HR sub-committee.

The Treasurer is part of the Board of Trustees. The Trustees are essential to the well-being and effectiveness of Clinks. They are the guardians of its purpose, direct its strategy and ensure the organisation stays within the law. The trustees are supported by committed and capable staff.

There are four trustee meetings a year, which are held in central London in the afternoon. The Treasurer also chairs the Finance and HR sub-committee, which meets three to four times a year. This is a voluntary role, but reasonable out of pocket expenses are reimbursed.

If you are interested in finding out more and for an application form, please contact Victoria Sadler on 020 7383 0966

Applications should be received by Victoria by 19th March 2019.