

# Treasurer (voluntary)

September 2025



Hello,

Thank you for your interest in joining our Board of Trustees at Guts UK.

Guts UK is committed to a world where digestive disorders are better understood, better treated and everyone who lives with one gets the support they need. Too many people are suffering or dying in silence or alone. They don't know where to turn for information or support, diagnosis takes too long for many, and treatment can be often come too late.

We are the only UK charity funding research into the digestive system from top to tail; the gut, liver and pancreas. We fund lifesaving research, provide patients with expert information and support, and raise awareness for digestive disorders – we are informed by evidence and expertise and our community and the patient voice.

In January 2025, we launched a new five-year strategy and we have big ambitions including charity development and growth including our income. Our current Treasurer is unfortunately stepping down in 2026 and we are seeking an experienced Treasurer who shares our vision, and brings experience, knowledge, and a critical eye to support our expansion whilst maintaining first class controls, standards and oversight.

You will join a skilled, motivated, and engaged Board who lead and work collaboratively with the executive and wider team.

This is an exciting time to be part of Guts UK and we welcome your interest in becoming a trustee.



A handwritten signature in black ink that reads "V. King".

Dr. Victoria King, Chair of the Board of Trustees

## It's time to get to grips with guts

## Treasurer – Role description

<b>Remuneration</b>	This is a voluntary role with reimbursement for reasonable expense incurred in the course of the role (e.g. travel expenses)
<b>Time commitment</b>	Average of 6-10 hours per month including quarterly Board meetings and quarterly Finance, Fundraising, Audit, & Risk Committee.
<b>Location</b>	Anywhere. Board and delegated Committees are hybrid. The Board meets in person once a year combining a Board meeting with annual away day. Our trustees are located across the UK and beyond.
<b>Term</b>	Board members serve for three years which can be extended up to three terms (maximum nine consecutive years)

### The role

As treasurer, you will play a vital role in ensuring our financial health, sustainability, and transparency. You guide and advise the Board on financial strategy, budgeting, and risk management, Chair the Finance, Fundraising, Audit & Risk Committee, ensuring robust oversight of financial and operational matters, support the CEO and COO, offering expert insight and challenge on financial planning and reporting, and champion good governance, transparency, and accountability across the organisation.

The treasurer works in close, regular, co-operation with the COO and Finance Manager providing support, guidance and challenge when required.

We are seeking an experienced treasurer who has a comprehensive understanding of charity finances, requirements and regulations and will actively support other board members to fulfil their collective responsibilities around finance.

You will play a pivotal role in ensuring the Gut UK's ambitious growth plans are achievable, and sustainable for the long term. As a charity we need to do more, fund more, and support more people and we need a treasurer who shares our passion in achieving this.

### Responsibilities as a trustee

Guts UK Board members are responsible for ensuring the charity is well-run and delivers its mission to improve the lives of the millions of people affected by digestive conditions.

The Board ensures the charity delivers its stated objectives including:

- ensuring organisational purposes remain relevant and valid

- approving strategic plans, business plans, and budgets
- monitoring progress and spending against plan and budget
- evaluating results, assessing outcomes and impact
- reviewing and/or amending operational plans and budgets as appropriate

Each trustee has a responsibility to contribute to discharging the Board's responsibilities. This is achieved by:

- Contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance
- Monitoring charitable activities, ensuring compliance with our governing documents and policies
- Monitoring the charity's financial position and ensuring it operates within its means and delivers on its objectives with clear lines of accountability for day-to-day financial management
- Help steer the charity through periods of development and change, managing risk, and ensuring its financial viability
- Understanding the business of Guts UK
- Acting in the charity's best interest at all times
- Regularly preparing for, attending and participating in meetings
- Acting as an ambassador, promoting our work, and building networks of interested parties who are enthusiastic about what we do.

## **Main responsibilities of the Treasurer**

- Guide and advise the board on the charity's financial strategy, performance and ongoing viability
- Advise the Board of Trustees in the approval of budgets, accounts and financial statements within relevant policy framework
- Ensure the financial resources of the organisation meet its present and future needs including acting, in line with financial procedures, as an authorised signatory with financial service providers
- Ensure that the charity has appropriate financial policies and procedures in place including reserves policy, investment policy and detailed financial procedures
- Chair the Finance, Fundraising, Audit and Risk Committee (see appendix)
- Supporting the Guts UK finance team with the preparation and presentation of financial reports to the board
- Ensure that appropriate accounting procedures and controls are in place.
- Regular liaison with the COO and Finance Manager to ensure appropriate oversight and engagement with financial operations and performance
- Advise on the financial implications of the organisation's strategic plans.

- Monitor the organisation's investment activity. Ensuring it is consistent with the organisation's policies and legal responsibilities and there is no conflict between investments and the aims of the charity.
- Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies. For example, the Charity Commission and the Registrar of Companies.
- Ensure that the accounts are scrutinised in the manner required any recommendations are implemented. For example, via an independent examination or audit.
- Keep the Board informed about its financial duties and responsibilities.
- Contribute to the Fundraising strategy.
- Participate in Guts UK working groups/panels, as required.

## Time Commitment

The Treasurer is a member of our Board of Trustees and is the Chair of our Finance, Fundraising, Audit and Risk Committee (FFARC).

Board meetings are four times a year and currently scheduled 5pm-7.30pm. FFARC meetings are also quarterly and currently held late afternoons in the working day. In addition to attending the meetings, trustees are required to read and consider Board and Committee papers, which are circulated a week in advance of meetings.

The Treasurer will meet with the charity COO and Finance Manager on a regular basis (monthly) and will periodically review internal financial documents, drafts of papers and conduct spot checks on financial processes.

The treasurer is also responsible, as an authorised signatory, for approving any changes to banking arrangements including drawdowns, as appropriate, from our investment portfolios.

All Board members are occasionally asked to discuss and take time-sensitive decisions between scheduled governance meetings. This is usually agreed with Trustees by email, but additional meetings may be called (scheduled in consultation with appropriate board members).

## Further information

Further details about Guts UK can be found via the Charity Commission (registered charity number 1137029) or Companies House (Registration number 07274105) including the latest Trustee Report and Financial Statements.

Details about our Board of Trustees can be found on our website [here](#).

## Person specification

### Essential experience & commitment

- Demonstrable leadership experience in financial management and, or operations in a charity or commercial organisation
- Professional finance qualification and a member of one of the accountancy bodies (e.g. ACCA, CMA)
- Understanding of charity financial policy and governing regulations
- Strategic leadership of an organisation or group at a decision-making level
- Willingness to devote the necessary time and effort to the role including being available for advice and enquiries on an ad hoc basis

### Required skills and attributes

- A strong ability to interpret and interrogate financial information and communicate financial information clearly to non-specialists
- A team player who works collaboratively and respectfully with those from different areas of specialism, acknowledging the power of diversity of thought
- Sound independent judgement with an open mind and an ability to think creatively
- Ability to support healthy challenge and provide constructive feedback including being prepared to make unpopular recommendations to the board
- Excited and energised by the potential of a small national charity with huge opportunities and ambition

### Desirable skills and experience

- Experience of a treasurer role or senior finance manager for a charity
- Experience of financial management or oversight for a research funding organisation
- Knowledge of fundraising strategies and experience supporting fundraising applications such as trusts / grants / foundations
- Experience overseeing charity investment portfolios
- An understanding of or insight into digestive health, digestive conditions, and breaking down the taboos associated with them

## Diversity

Equity, diversity and inclusion (EDI) is integral to all we do, not only for all in our Guts community, but also for our staff and volunteers. We endeavour to ensure that the

leadership of Guts UK understands the experiences of and the communities we support.

## Application process

Please submit your CV and a covering letter highlighting the skills and experiences you would bring to Guts UK to our COO, Katie Noon, on [knoon@gutscharity.org.uk](mailto:knoon@gutscharity.org.uk).

**Applications close at 5pm on Friday 7th November 2025**

If you are successfully shortlisted, you will be invited to a first interview which will be carried out remotely before the end of November 2025.

Should candidates progress to a second interview, these will be carried out face-to-face in our London or Huddersfield offices in early December 2025.

If you need any reasonable adjustments to be made to support your application, please contact us and we will do our best to accommodate.