



TREASURER

What is Queens Heath Pride?

We are an annual pride event, rooted within Kings Heath on the local high street. We provide a celebratory environment for local LGBTQIA+ people to come together, connect and celebrate. The event has grown, and includes a march, performance stage, children's area, and market.

About Queens Heath Pride

Queens Heath Pride began life in 2021 as a form of counter-protest/social experiment hybrid to investigate the effect that improving the Kings Heath (which shall now forever be known as Queens Heath) area for queer people could have.

In the first 4 years the event was organised as a partnership by local residents and businesses, Enjoy Kings Heath, and community stakeholders.

In 2025, QHP was formalised as a CIC, enabling it to be a non-profit, non-commercial organisation. It is undertaking a journey to ensure longevity, sustainability, and achieve lasting impact for local LGBTQIA+ communities.

Role Purpose

As Treasurer, you will work closely with the Chair of the Board of Directors, Project Manager and accountant to maintain effective governance of the organisation's affairs. Ensuring its financial viability and that proper processes and procedures exist for all financial records, decisions, and delegations.

You will work with the Chair and Project Manager to oversee the CIC's finances and help to identify areas of improvement and opportunity to support the CIC. As part of this role we are looking for someone who will support in 'demystifying' accounts and financial data so the board can make informed decisions.

Key Responsibilities

Strategic

- To assist and advise in the formation of the CIC's strategy with particular regard to ensuring that the CIC has the resources to deliver its strategic goals.

Financial

- Work with the Chair and Project Manager to produce and report to the Board of Directors on management accounts and statutory accounts, as well as other relevant financial matters
- Ensure that the Board receives appropriate budgetary and financial information on the activities of the CIC including Annual Accounts
- Work with the CIC's accountant to ensure that all accounts are prepared and disclosed in the form required by the relevant statutory bodies
- Recommend to the Board appropriate accounting procedures, controls and policies consistent with our ways of working
- Oversee the appointment of auditors/examiners and review on a regular basis, where required
- Work in close partnership with the Chair and Project Manager in executing their responsibilities and achieving their goals.

Governance

- Ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
- Ensure that all financial policies, procedures, and the appointment of external financial advisors are reviewed on a regular basis
- Ensure that the Board's approach to delegation is reviewed on a regular basis

General responsibilities of a Director

In addition to the responsibilities outlined above, the Treasurer as a Director has the following general responsibilities:

- Contribute actively to the Board of Directors' role in giving strategic direction to the CIC, setting overall strategy and policy, setting targets, and evaluating performance against agreed targets
- Ensure the financial stability of the organisation and the proper investment of the CIC's funds
- Ensure the CIC applies its resources exclusively in pursuing its objectives
- Ensure the effective and efficient administration of the CIC
- Safeguard the good name and values of the CIC
- Declare any conflict of interest while carrying out the duties of a Director
- Be collectively responsible for the actions of the CIC and other Directors
- Participate in other tasks which may arise from time to time, such as interviewing new staff, helping with fundraising
- Attend meetings and subcommittee meetings as appropriate and read papers in preparation for meetings
- Keep informed about the activities of the CIC and wider issues which affect its work

In addition to the duties of all Directors, each Director should use any specific skills, knowledge or experience they have to help the Board of Directors reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues, to the area of the CIC's work in which the Director has special expertise.

Person Specification

Essential:

- Commitment to QH Pride CIC's mission and lived-experience-informed values
- Experience of reporting under the UK's Generally Accepted Accounting Practice
- Excellent communication skills and networking capabilities so as to act as an ambassador for the CIC

Desirable:

- Previous experience as a Director/treasurer of a UK charity, CIC or limited company
- Understanding of CIC compliance
- Knowledge and understanding of the grants and funding landscape

Are you the right person?

We want our Board to be supportive, collaborative, and values-driven and are looking for the following qualities:

1. **Financial Understanding:** The Board Treasurer must possess a strong understanding of financial principles, accounting practices, and management, ensuring the organisation's finances are accurately reported and responsibly managed.
2. **Analytical Thinking:** The ability to interpret financial data, identify trends, and translate into easily understood information for informing sound board decision-making.
3. **Meticulous Attention to Detail:** The Board Treasurer must demonstrate precision and accuracy in reviewing financial statements, budgets, and reports, ensuring that all figures are correct and discrepancies are promptly identified and resolved.
4. **Integrity and Ethical Conduct:** As the custodian of the organisation's financial affairs, the Board Treasurer must uphold the highest standards of honesty and ethical conduct, ensuring that all decisions relating to finances are in line with our values.
5. **Strategic Financial Planning:** Beyond day-to-day oversight, the Board Treasurer should contribute to long-term financial planning, supporting the organisation in building financial resilience and sustainability.
6. **Strong Communication:** The Board Treasurer must be able to present financial information clearly and accessibly to board members and stakeholders, many of whom may not have a financial background, fostering informed discussion and decision-making.
7. **Dependability:** Board members and leadership rely on the Board Treasurer to provide timely, accurate financial reporting and to raise concerns proactively. Dependability and consistency are essential to maintaining trust and sound governance.
8. **Compliance and Regulatory Awareness:** A thorough understanding of relevant financial regulations, tax obligations, and legal requirements for CICs is vital.
9. **Commitment to Transparency:** The Board Treasurer should be dedicated to maintaining open and honest financial reporting practices, ensuring that the board and wider stakeholders have a clear and accurate picture of the organisation's financial position at all times.

Time commitment:

- The appointment will be made initially for three years
- The role requires the equivalent of around 0.5- 1 days per month, mostly remote
- Board meetings are hosted quarterly in Kings Heath
- Like most CIC Director roles, this role is offered on a voluntary basis
- Directors are expected to attend certain events throughout the year, in particular Queens Heath Pride

Application procedure

Deadline: 01 July 2026

We actively encourage applications from people underrepresented in governance roles. This includes people who are racialised, those who identify as, (d)Deaf, disabled and/or neurodiverse, trans and non-binary, and those who are care experienced.

[Please apply by filling out our google form](#)

This form will ask for:

- Short supporting statement outlining how your skills and experience align with the role description and guidance above.
- CV
- Contact Information

We will be aiming to have **interviews on an evening between 13 -15 July** in Kings Heath.