



## **Treasurer Role Description**

Abolish Empty Office Buildings (AEOB) is a young charity tackling the local housing crisis. We provide affordable homes by converting empty office buildings into affordable rental properties.

Thanks to the enthusiastic response to a community share offer, 6 new households are already enjoying the security of their new homes and establishing a community.

We are keen to develop our next project and are inviting people who share our vision to join and strengthen our Board of Directors.

We are seeking a Treasurer to provide financial oversight; liaise with suppliers of financial services such as the audit and book keeping; to act as a signatory for payments; monitor the charity's income and guide our financial planning and budgeting.

This is a varied and rewarding role where you will see tangible results from your action. Joining us at this early stage will give you the opportunity to shape future projects and guide the charity's development. As a Director you will play a vital role in overseeing our governance. You will work with a small and dedicated Board of Directors and volunteer Steering Group.

We are a hands-on, practical charity, entirely run by volunteers. The Board meets twice a month in the evening, usually in central Bristol.

We particularly encourage applicants with a background in financial management and experience of social housing and share issues.

Abolish Empty Office Buildings (AEOB) is a Community Benefit Society with charitable status. We are regulated only by the FCA via the Industrial Provident Society structure, and are registered with HMRC as a charity for tax purposes.

Any appointment will be subject to suitable references and DBS checks. AEOB is committed to equality of opportunity.

If you would like to learn more, or have an informal discussion about this role (or other ways you can get involved), please contact Elinor Kershaw 07967 641 859. Thank you.