



# Shared Ownership Resources

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**We are seeking a volunteer Treasurer to support the Board and the organisation through an exciting period of development and growth for Shared Ownership Resources.**

Shared Ownership Resources launched in 2021 to champion the best interests of shared owners, people considering the scheme, and anyone who's inherited a shared ownership home. We publish case studies; collaborate with housing, legal and financial experts to offer specialist information and signposting; advocate reform to drive better outcomes; and campaign for improved transparency and against mis-selling and other poor practices in the sector.

In March 2026, Shared Ownership Resources registered with the Charity Commission as a charitable incorporated organisation (CIO). In the same month, we were awarded an MHCLG Social Housing Innovation Fund grant (in partnership with the Places Foundation (the charitable arm of Places for People), for a one-year pilot to develop the project as 'a national voice for shared owners'.

The role of Treasurer offers an exciting opportunity to play a pivotal role in developing our financial strategy and ensuring that our financial policies and processes are fit for purpose.

## TREASURER: Job Description

In addition to the general responsibilities of a trustee, duties of the treasurer include the following:

- Advising on the financial implications of the organisation's strategic plans.
- Overseeing and approving budgets, accounts and financial statements, and presenting financial reports to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Ensuring the financial resources of the organisation meet its present and future needs, and that the CIO has an appropriate reserves policy.
- Monitoring the organisation's investment activity. Ensuring it is consistent with the organisation's aims and objects, policies and legal responsibilities.
- Making a formal presentation of year-end accounts at an annual trustee meeting. Drawing attention to important points in a way that's coherent and easily to understand.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the Charity Commission.
- Ensuring that the accounts are scrutinised in the manner required and any recommendations are implemented. For example, via an independent examination or audit.
- Liaising with any paid staff, subcontractors and volunteers about financial matters.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- The role will also include acting as a co-administrator for key accounts, including the Charity Commission, and bank.

## **Person specification**

- Financial qualifications and experience.
- Charity finance experience.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

## **Other**

Shared Ownership Resources is a shared owner led project. Consequently, experience of being a shared owner is desirable (but not essential).

This is a voluntary role. Reasonable expenses will be reimbursed.

For more information about the role, contact Sue Phillips at: [info@sharedownershipresources.org](mailto:info@sharedownershipresources.org)