

**A new Treasurer appointment is to be made at a Charity providing Holiday Accommodation for severely disabled people.**

Outline details are set out in the Brief below. For further information contact should be made with Glynis Watts of Flat Spaces at: [glynis@flatspaces.co.uk](mailto:glynis@flatspaces.co.uk)

See further contact details at the end of this Brief. **The closing date for applications is 31 August 2017.**

# FLAT SPACES

July 2017

## Introduction

The aim of the charity is to provide purpose built holiday and respite accommodation specifically designed to the highest standards, for disabled people, their carers and families. Each property will be internally identical, whilst taking the local style externally, to give the traveller the confidence of knowing exactly what to expect from a **Flat Space holiday**. The Charity will be looking at securing funds to construct the properties, and in addition raise funds to ensure that those that require financial support, can also benefit from a Flat Space holiday.

## The Role

**Title:** Treasurer

**Period:** An initial period of three years.

The Board of Flat Spaces has identified that one of the skills that would add value to the board would be someone who has a Financial related background.

### **The Board**

The full Board consists of six Trustees and co-opted members as necessary.

The board meets between four and six times per year at Alton in Hampshire, and meetings take approximately two hours, but can be longer from time to time.

The appointed Treasurer will chair the Financial Performance Committee (FPC) which is comprised of Trustees from the main Board, and any co-opted members.

The FPC meets approximately four to six times per year.

### **Remuneration**

The post of non-executive director is a voluntary one however expenses are paid.

## Application Process

To apply for the position please send a cover letter of no more than one page explaining what value you can add to the Board, your availability for the position together with a copy of your CV to Glynis Watts at [glynis@flatspaces.co.uk](mailto:glynis@flatspaces.co.uk)

All applications will be considered and we shall select a shortlist of candidates. If you have been unsuccessful at this stage, we shall email you informing you of this decision. If you have been successful, you will be contacted by telephone or email to arrange an interview with the Chairman and other Trustees in the first instance.

## **Key Dates**

**Closing date for applications:** 31 August 2017

**Anticipated dates for initial shortlisted interviews:** During September 2017