



## **Treasurer - Age in Spain – Volunteer Role (Spain)**

**Position:** Treasurer

**Location:** Spain (Remote)

**Commitment:** Part-time, volunteer position

**Reports to:** Executive Committee

### **About the Charity**

Age in Spain is the leading national charity supporting English speakers in Spain, dedicated to helping people make the most of later life. We provide expert information and personalized support to empower individuals to live well, stay active, and remain valued members of their communities.

We are seeking a committed Treasurer to oversee our financial management and ensure transparency and accountability in our operations.

### **Role Overview**

The Treasurer is a key member of the Executive Committee, responsible for maintaining the charity's financial health, ensuring compliance with Spanish legal and tax requirements, and providing strategic financial guidance. This role is ideal for someone with financial expertise who wants to help the non-profit sector.

### **Key Responsibilities**

- Ensure that the association maintains accurate and up to date financial records and use them to prepare clear summary reports for the Board.
- Oversee budgeting, financial planning, and cash flow management.
- Ensure compliance with Spanish tax regulations and financial reporting requirements for non-profits.
- Liaise with external accountants, tax advisers and regulatory bodies as needed.
- Advise the Board on financial risks, funding strategies, and best practices.
- Oversee fundraising income, grants, and donor contributions.
- Oversee the preparation of annual financial statements and collaborate on funding applications.

**Skills & Experience**

- Experience in finance, accounting, or bookkeeping (preferably in the non-profit sector)
- Knowledge of Spanish accounting and tax regulations
- Strong analytical and problem-solving skills.
- Excellent organizational abilities.
- Ability to communicate financial information clearly to non-financial stakeholders.
- Commitment to the mission and values of the charity.

**Desirable**

- Understanding of fundraising processes and grant applications.
- Fluency in both Spanish and English.

**Benefits**

- Opportunity to make a meaningful impact in the community.
- Work alongside a passionate and dedicated team.

If you are interested in this role, please send your resume/CV and a brief details of your interest in the role to [helen.weir@ageinspain.org](mailto:helen.weir@ageinspain.org)

We look forward to hearing from you!