

## The Friend Publications

### TREASURER

The Friend Publications produces *the Friend*, *The Friends Quarterly* and has a small range of books. The work of this independent charity is overseen by trustees, working collaboratively with the staff team.

We are seeking a new trustee with experience of financial management, to join us as treasurer-designate, to work alongside our current treasurer until his period of service ends in December 2025 and then continue as the treasurer. The role is un-remunerated, but reasonable expenses are paid. We employ a Finance Officer one day a week to handle the day-to-day accounts, VAT and payroll, and prepare quarterly and annual management accounts.

Trustees meet four times a year, via video conferencing and in person. Trustees are proactively responding to the challenging financial times and changing approaches to publications, by digital innovation, external subscription management, IT equipment renewal and expanding use of other electronic communication such as audio podcasts, and YouTube video.

The treasurer is currently clerk of our Finance and Personnel Committee, which meets virtually four times a year. The Committee is actively enabling different approaches to digital subscriptions, encouraging a more flexible use of staff skills which would enable a more targeted approach to subscriber contact, exploring other ways and sources to generate revenue and raise funds.

**For details and role description please email the Nominations Committee convenor Martin Hughes: [martinhughes8@gmail.com](mailto:martinhughes8@gmail.com)**

**Enquiries may also be made to the treasurer, Alastair Reid: [alastairhreid@gmail.com](mailto:alastairhreid@gmail.com)**

**Expressions of interest to Martin Hughes Monday 29th September.**