

Hope for Southall Street Homeless

Honorary Treasurer (Trustee Role) – Role Description (Volunteer – unpaid)

November 2019



Hope
for Southall
Street Homeless

General Description of Role

The Honorary Treasurer is a member of the Board of Trustees of HSSH who takes particular responsibility for the oversight of the financial affairs of the Charity, ensuring that they are legal, constitutional and within accepted accounting practice, keeping the Board well informed on all aspects of our finances, overseeing the work of the Finance Assistant, ensuring that proper records are kept and that effective financial procedures are in place, monitoring and reporting on the financial health of the organisation, and overseeing the production of necessary financial reports/returns, accounts and audits.

Time commitment

It is not anticipated that fulfilling the role will take more than two to three hours per week, plus attendance at meetings of the HSSH Board of Trustees, which are held once a month in Southall, usually on Friday mornings.

Qualities needed

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management.
- Good financial analysis skills.
- Ability to communicate clearly

List of Tasks and Responsibilities

- Oversee the work of the Finance Assistant.
- Liaise with relevant staff, Trustees and/or volunteers to ensure the financial viability of the organisation.
- Make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Board meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget, propose its adoption at the last meeting of the previous financial year, and ensure ongoing monitoring of financial performance against budget.
- Ensure proper records are kept and that effective financial procedures and controls are in place, including:
 - Online banking, including authorisation of payments online
 - Correct application of restricted funds, and correct allocation and income and expenditure to budget headings
 - Petty cash
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraise the financial viability of plans, proposals and feasibility studies.
- Prepare end of year accounts.
- Lead on appointing and liaising with auditor/independent examiner.

Hope for Southall Street Homeless

Transforming Lives, Restoring Hope

Registered Charity No 1164674 c/o St Anselm's Rectory, the Green, Southall, Middx UB2 4BE