



Hope Housing

Working to end rough sleeping in Bradford

Hope Housing, The Millside Centre
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01274 900764
Registered Charity No. 1132349

Voluntary Treasurer Role Description

Note: The overall role of a Treasurer is to maintain an overview of the organisation's financial affairs, ensure its viability and ensure that proper financial records and procedures are maintained.

Who are we

Would you like to join a dynamic team to help end homelessness in Bradford. We are growing christian charity working with people experiencing homelessness in Bradford. Our aim is to end rough sleeping in Bradford by eradicating homelessness through the provision of a range of services including crisis management, advice and advocacy and supported housing. Hope Housing currently has 36 supported bed places in 18 properties across the city. We have an excellent track record of effective delivery and partnership working around issues such as homelessness, migrant destitution and to assist those with multiple needs.

Our latest Trustees Annual Report and Accounts as submitted for the last year are available to [view here](#).

Role Overview

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

General responsibilities

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document. (actively pursues its objectives in eradicating homelessness in Bradford).
- To ensure that the organisation applies its resources exclusively in pursuance of its objectives (the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are).

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation including appropriate policies and procedures are in place.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the staff (if the charity employs staff)
- to act within the framework of values, ethos, policies and procedures set by the trustees.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Qualities

- Ability to communicate clearly
- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic Vision
- Ability to think creatively
- Ability to work effectively as a member of a team
- Practising Christian or willing to promote Christian beliefs through the work of Hope Housing
- Good independent judgement
- Willingness to speak their mind
- Ability to move the charity forward to meet its aims and take measured risks.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

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

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity maintains appropriate reserves in line with the charity's policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with payroll and any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

This is a voluntary role and would require attending up to 6 Management Committee meetings per year.

If you are interested in becoming a Trustee you should first read the guidance from the Charity Commission (['Charity trustee: what's involved'](#)) to ensure you are eligible.

To obtain further information please telephone 01274 900764.

To apply send your CV to contact@hopehousing.org.uk