

Volunteer Role Description – Trustee & Treasurer



INSPIRING AND GROWING
COMMUNITIES OF HOPE

Aims

Hope Nottingham's Board of Trustees acts as our governance, ensuring we operate legally and effectively to achieve our charitable objectives. The Treasurer is a key member of the Board, and in addition to their general trustee duties, they are responsible for overseeing our financial governance and health of the charity.

The difference this role can make

This role includes ensuring Hope Nottingham's finances are well-managed, transparent, and compliant with legal and regulatory requirements. The Treasurer works closely with the Chief Executive Officer, and other members of the Board to ensure sound financial planning, risk management, and reporting.

Hours and Location

Bi-monthly evening Board meetings in Beeston (7-9.30pm) and quarterly finance committee meetings as agreed. In person is preferred but virtual attendance can be arranged. You will be required to review various papers at least one week in advance of the meetings and support ad hoc queries.

Key Responsibilities

1. Financial Oversight and Governance

- Ensuring financial policies and procedures are in place to safeguard our financial resources.
- Setting and maintaining high standards of financial governance and accountability.
- Budgeting and managing resources efficiently, safeguarding its long-term financial sustainability.
- Acting as an additional bank signatory to oversee banking procedures

2. Budgeting and Financial Planning

- Oversee and approve an annual budgeting process, ensuring it supports our strategic goals.
- Advise and guide the Board on finances, to understand reports and implications of financial decisions.
- Review and approve the budget and financial forecasts, aligning it with our priorities, objectives and financial position.

3. Financial Reporting and Monitoring

- Oversee the preparation of regular financial reports which are accurate, timely, and in line with policy.
- Keep the Board informed of its financial duties and responsibilities
- Present financial updates to the Board, highlighting any concerns or issues that need attention.
- Monitor cash flow, income, and expenditure, ensuring we remain financially solvent and sustainable.

4. Audit and Compliance

- Oversee Quick Books access and its accurate use by staff, including bank reconciliations
- Audit the payroll to ensure staff payments, PAYE and pension are processed and reported as required
- Oversee the annual audit process, liaising with auditors when required in a timely/accurate manner.
- Review the audited financial statements for accuracy and recommend their approval to the Board at the Annual General Meeting, draw attention to important points in an easily understandable way.
- Ensure legal compliance, including charity law, tax law, and Charity SORP financial reporting standards, including charity accounts being filed on time on Charities Commission website.

5. Risk Management

- Identify any financial risks and help develop strategies to mitigate them.
- Ensure the charity has appropriate insurance and other safeguards in place to protect its assets.
- Advise the Board on the management of any financial risks and significant challenges.

6. Fundraising and Income Generation

- Input into and provide financial oversight of fundraising activities and income generation strategies, ensuring they align with the charity's financial goals.
- Advise on the viability of fundraising approach and allocation of resources to maximise financial returns.
- Assist in ensuring that fundraising activities comply with legal and regulatory requirements.

7. Financial Strategy and Sustainability

- Contribute to the long-term financial strategy of the charity, helping to ensure its financial sustainability.
- Ensure the charity has an appropriate reserves policy
- Advise on diversification of income streams and opportunities to strengthen our financial position.
- If required, help develop investment strategies and manage assets in line with the charity's financial objectives, legal responsibilities and values.

8. Chair of the Finance Sub-Committee (quarterly meetings)

- Act as Chair of the Finance Sub-Committee, leading discussions and decision-making on financial matters.
- Ensure that the Finance Sub-Committee operates effectively, reporting regularly to the full Board.

What we would like from you

- Genuine interest in and commitment to Hope Nottingham's vision and mission
- Qualification in accountancy or relevant financial management experience in a senior role
- Experience using QuickBooks or similar accounting tool and producing/reviewing financial reports
- Enhanced DBS check (provided by us) and usual Trustee checks (eligibility, references)
- Able to attend evening Board meetings as required (with dates notified in advance)
- Willingness to act as an ambassador for the organisation
- Good listening, communication, teamwork and decision-making skills
- We are a Christian organisation which welcomes volunteers from all faiths or none, we just ask that you commit to and uphold our values as detailed here www.hope-nottingham.org.uk/who-we-are

How we will support you in the role

We provide all Trustees with a Hope Nottingham basic induction, and Trustee recruitment pack which directs to the required Trustee reading. Support will be provided from the Chair and other Trustees, as well as the CEO. We are members of ACEVO and NCVO which provide various resources for Trustees and are happy to consider Trustee related training as required.

Benefits

This is an opportunity to use existing financial skills and experience to support those in our local communities who may be experiencing poverty of resources and relationships. Acting as Trustee may add to your C.V and build confidence and develop new skills, working with new people. You will be part of the Hope Nottingham team, a well-respected local charity.

Dedicated Line Manager for this role

This role reports directly to our Chair of Trustees and the Board as a whole.

Hope Nottingham is a Christian charity which began as a small drop in café with a dozen volunteers in 2010 and has now grown to encompass 14 foodbanks supporting communities across the Nottingham area, with main hubs in Beeston and Carlton. Our small staff team and army of around 370 volunteers seek to offer holistic and life-changing support for hundreds of people. Hope Nottingham holds the East and West Nottingham Trussell Trust Franchise and partner with various churches and organisations including Citizens Advice Bureau. For more information, see www.hope-nottingham.org.uk