



HOMELINK HON TREASURER

Lewes District Churches HOMELINK is seeking to recruit a trustee who would act as the charity's honorary treasurer and financial adviser.

The Treasurer is fully supported by a part-time (paid) financial assistant/bookkeeper. The following role description sets out the main areas covered by the current Treasurer, who is retiring in July 2021, but the trustees are open to reallocating parts of the role to be undertaken in other ways, if appropriate.

ROLE DESCRIPTION

1. Purpose of Role

As a full member of the Board of Trustees, to act as the Board's principal financial adviser and to ensure that professional, accurate and up-to-date records are maintained of all the charity's receipts, payments, assets and liabilities.

2. Responsibilities and Tasks

- To be a member of the Board of Trustees in accordance with the trustees' role description and to provide regular reports on the charity's financial position
- To be a member of the charity's Management Committee
- To advise on the financial implications of policies and proposals
- To provide guidance and advice as line manager to the Finance Assistant, who maintains routine accounting arrangements on the Xero accounting platform
- To monitor the use and suitability of the charity's bank accounts
- To prepare the charity's draft Annual Report & Accounts for independent examination and to present them at the annual meeting of supporters
- To be the charity's Charity Commission contact and to submit annual reports & accounts
- To monitor activity on payroll, pensions and gift aid, and act as contact with HMRC
- To liaise with the charity's insurers and to arrange for policy renewals when due
- To liaise as appropriate with donors, supporters and grant-making bodies with a view to maximising the charity's income

3. Personal requirements

- A good knowledge of the principles and legal requirements for excellent financial management of charities and presentation of charity accounts
- Good report-writing and communication skills
- In sympathy with the Christian values which underlie the work of HOMELINK