



Treasurer Role Description

The Charity

Hope for Children is an international charity that passionately believes every child has the right to a happy, healthy and positive childhood.

Almost half of the world's children are vulnerable and living in poverty. We are changing this by making a safe and fulfilling childhood a reality for more of the world's children.

We are improving their access to education and healthcare, empowering their families to support themselves whilst developing their confidence and self-esteem. Most importantly we are giving them hope.

Summary of Role

The Treasurer delivers a critical role as part of Hope for Children's Board of Trustees, working closely with the CEO and Finance Manager to monitor and report on the financial health of the organisation and ensuring the financial affairs of the charity are legal, constitutional and within accepted accounting practice.

The role requires attendance at:

- bi-monthly Board Meetings (alternating between Hemel Hempstead & London)
- Annual General Meeting (Hemel Hempstead)
- Monthly finance meetings with CEO and Finance Manager (Hemel Hempstead)

Key Responsibilities

Financial Management

- Ensure that HOPE operates in accordance with its charitable objects
- Monitor and report on the financial health of the organisation
- Ensure HOPE remains financially viable
- Ensure that the financial resources of HOPE meet its present and future needs ensuring that HOPE has an appropriate reserves policy
- Ensure proper records are kept and that effective financial procedures and controls are in place
- Oversee the production of necessary financial reports, returns, accounts and audits
- Ensure proper auditable financial records are maintained
- Ensure the accounts are audited in the manner prescribed by the Charity Commission and that any recommendations of the auditors are implemented
- Contribute to strategic planning, fundraising strategy and overseas project spending strategy
- Work with the CE, Chair and appropriate committees to set and monitor the budget and business plan
- Ensure payroll is properly managed and PAYE and NI is accounted for
- Ensure gift aid is maximised and proper systems and records are maintained
- Mitigate VAT and Corporation Tax wherever possible
- Liaise with staff, volunteers and Trustees about financial matters, advising on the financial implications of HOPE's strategic plan



 6 Progression Centre, Mark Road, Hemel Hempstead, Herts, HP2 7DW, UK

 +44 (0)1442 234561

 hope@hope4c.org

 www.hope-for-children.org

 Charity Reg. No. 1161729 (previously 1041258)



- Support and train Trustees to undertake their financial responsibilities by interpreting and explaining accounting requirements, as required
- Guide any professional advisers appointed by the board

Reporting

- Support staff to prepare and present budgets, management accounts and annual financial statements in accordance with the charity SORP to the board
- Ensure financial reports are provided to Trustees in an easy to understand format
- Keep the board informed about its financial duties and responsibilities
- Make formal presentation of the annual financial statements at the Annual General Meeting an easily understandable way
- Ensure Annual Returns are prepared and submitted to the Charity Commission and Companies House

Person Specification

Essential (E) and Desirable (D)

- Good financial analysis skills (E)
- Ability to communicate clearly (E)
- Fully qualified accountant (E)
- Knowledge of the charity commission accounting standards (SORP) and experience of preparing charity accounts (D)
- Knowledge of company law, charity law and Charity Commission legislation (D)
- Business planning and investment skills (D)
- Understanding of financial controls, systems and procedures, spreadsheet skills and SAGE accounting systems (E)
- Experience of examining and the financial implications of business decisions and making appropriate recommendations (E)
- Experience of project appraisal and fundraising from a financial perspective (D)
- Knowledge of gift aid rules, record keeping and claiming (D)

Please note that this is a voluntary role on the Board of Trustees of Hope for Children and that no remuneration is available.



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Application Process

To apply for this position please email the following information to hope@hope4c.org. Please include 'Application for Treasurer' in the subject field of the email.

Information required:

- Up-to-date CV
- Completed equal opportunities form (attached)

Please note that Hope for Children's recruitment and selection policies and procedures reflect our commitment to the safety of children. This appointment is subject to commitment to our Child Safeguarding Policy, the receipt of 3 satisfactory references and criminal record checks.

Thank you for your interest in supporting Hope for Children.
We look forward to receiving your application.

Because every
child deserves
a childhood

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Equal Opportunities Monitoring

Hope for Children are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process. All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file. Thank you for your assistance.

About the Vacancy

Position applied for: Treasurer

Closing date for applications: 6th December 2019

Where did you hear about this job opportunity?

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About You

What is your age?

- 16 – 24 25 – 34 35 – 44 45 – 54
 55 – 64 Over 65 Prefer not to say

What is your gender?

If you are undergoing gender reassignment, please use the gender identity you intend to acquire

- Male Female Prefer not to say



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How would you describe your ethnic origin?

Ethnic origin is not about nationality, place of birth or citizenship. It is about broad ethnic groups.

Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Any other Asian background

Black, Black British, Black English, Black Scottish, Black Welsh

- African background
- Caribbean
- Any other black

Mixed heritage

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other mixed background

White

- British
- English
- Irish
- Scottish background
- Welsh
- Any other white
- Any other ethnic background
- Prefer not to say

How would you describe your religion or belief?

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion/belief

.....

- None
- Prefer not to say



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How would you describe your sexuality?

- Bisexual
Heterosexual/Straight
- Gay Man
 Other
- Gay Woman/Lesbian
 Prefer not to say
-

Disability

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Does this definition apply to you?

- Yes No Prefer not to say

If yes, please provide brief details:



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