



Helping homeless, badly-housed and hungry people in Rugby

## **Role: Director (Treasurer - volunteer)**

### **Hope4 (Rugby) Ltd ethos**

At Hope4 we believe that everyone has the right to have a place to call 'home', somewhere that is safe, secure and sustainable, and enough food even when in a crisis. We also believe that everyone should have the chance to realise their hopes and ambitions. As a homelessness charity, our clients are at the heart of what we do and, although Rugby is a small market town, in 2021/22 we supported over 130 people at our day Centre and provided over 5000 foodbank food parcels. Our staff and volunteers are crucial to making this happen. Our Day Centre is owned, with a mortgage, by the charity and we currently employ 7 members of staff. Fundraising is therefore a vital aspect of our work.

The charity was founded by the churches across the town and continues to hold to Christian principles working to address poverty, primarily homelessness and food poverty in the Borough of Rugby. The churches, as the Revive network, support the work we do both with funding and providing many of our volunteers. Our staff and volunteers support these values and ethos irrespective of belief or background.

**Where:** The Hope Centre, Newbold Road, Rugby.

**Role:** Treasurer (Volunteer)

**Where:** The Hope Centre, 8 Newbold Road, Rugby CV21 2LJ

**When:** Monthly board meetings, ad hoc meetings

**Time commitment:** approximately 10 hours per month

**Overview of the role:** This role involves leading on the financial affairs of Hope4 (Rugby) Ltd, mainly The Hope Centre and Rugby foodbank, and ensuring that they are conducted within the required legal, accounting and good practice conventions.

It is also the responsibility of the treasurer to work in partnership with the chairperson and directors to ensure the financial viability and development of the organisation.

### **Key tasks**

Treasurer Responsibilities:

- Ensure the board of directors fulfils its financial responsibilities.
- Ensure that the Hope Centre and Rugby foodbank has proper systems for budgeting, financial control, insurance including insurance and utilities reviews and renewals, and reporting.
- Write reports to inform the board members of the finances of the Hope Centre and food bank, currently on a monthly basis, ensuring that the board have a clear picture of the financial health of both parts of the operation.



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- Ensure that financial reports:
  - Are comprehensible and properly discussed at board meetings.
  - Are provided in the proper format and at the proper time, as required by the relevant charity regulator body (Charity Commission of England & Wales, Charity Commission of Northern Island or OSCR etc)
  - Have properly appointed auditors or independent examiners (on income over £25k).
  - Are reported on an annual basis at annual general meetings (AGMs).
  - Are submitted on time to Companies House and the Charity Commission.
- Close liaison, holding monthly reviews with Hope4's Bookkeeper.
- Review with Auditor at year end.
- Ad hoc meeting such as with founders, funders etc at the Centre
- The tasks below need a regular, generally weekly, visit to the Centre
  - Wages - submit details, key payments, distribute payslips, derive info for entries needed against grants e.g. National Insurance
  - GAYE Returns, maintenance of data and paperwork
  - Post - collect from Centre
  - Banking - bank cheques (use phone app to photograph reducing need to visit the Bank) and cash, thank you letters as needed, key payments (pass information to the Bookkeeper for keying onto Sage and filing for auditors)
- Bookkeeper (contractor) overseen by Treasurer.

#### **Objects of Hope4 (Rugby) Ltd:**

- To ensure the board of Directors develop a long-term strategy for the Hope Centre and food bank with clear objectives which can be monitored and adapted.

#### **Other responsibilities, along with the board of directors, include:**

- To work alongside the board of directors to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.
- Ensure your charity is accountable, actively complying with statutory accounting and reporting requirements and the law.
- To ensure appropriate financial plans are in place for future budget allocations as well as looking after contractual agreements with external partners that award money for core costs and additional projects.
- To help promote the organisation to a wider audience of potential funders and beneficiaries.
- To ensure Hope4 (Rugby) Ltd has appropriate procedures to: comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc.
- Act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an additional promoter of the Hope Centre and food bank in the community.



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### **About you**

- A knowledge of and commitment to the work of the Hope Centre and Rugby foodbank.

### **Previous experience or an ability in:**

- Financial accounting and reporting procedures.
- Communicating financial information to those who may have little or no financial background
- Keeping all financial records up to date (book-keeping)
- Volunteering, team work, trustee/director

### **Benefits of volunteering**

- Using your existing skills to make a difference.
- Meet new people who share your passion to eradicate poverty in the local community.
- Make a real difference to the running of the Hope Centre and Rugby food bank.

### **Impact of your role**

- By leading on the financial matters of the Hope4's operation, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with the Hope Centre or Rugby foodbank.

### **Support**

A full director's induction is in place to support the prospective candidate within their role, as well as access to local voluntary action trustee training.

### **How to apply**

For more information please contact (Diana Mansell, [chair@hope4.org.uk](mailto:chair@hope4.org.uk)) or fill in our application form

**How to apply or for more information, please contact [chair@hope4.org.uk](mailto:chair@hope4.org.uk)**