

Trustee at North London Action for the Homeless (NLAH) – Treasurer

NLAH is a grassroots homeless charity based in Stoke Newington. We have a 28-year history in the community running a drop-in centre that is open to all who are homeless or in need, providing a healthy 3-course vegetarian meal in a welcoming environment and offering advocacy services and practical help.

NLAH creates a space for people – our services users and volunteers - to feel valued, respected, where they have got a voice and they feel safe.

Trustees play a key role in supporting NLAH to achieve its aims and objectives. We are seeking to appoint a Treasurer. As a small charity, this is a very hands on role, with the responsibility for all the financial tasks and oversight, requiring the Treasurer to spend approximately 5 hours per month on finance tasks, prepare the annual accounts and attend Committee meetings (approximately every 6 weeks).

We would like our board to serve and represent our community. We particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates, those who have experience of the issues surrounding homelessness, and neuro-diverse and disabled candidates.

We also welcome applications from first time trustees and can provide support and training for trustees joining a board for the first time.

The newly appointed Treasurer can expect to be given a full handover on Finance tasks and be supported on ongoing basis by the Chair and Co-Chair.

To Apply

If you think you can contribute to the work of NLAH, please submit a brief statement of interest and send it with a copy of your CV to jessica.hodge@nlah.org.uk

Closing date for applications 23:59 Sunday 12 December 2021

Position Elements	Details
Title	Treasurer (Trustee/Director)
Reporting To	NLAH Board
Location	North London Action for the Homeless (NLAH), St Paul's Church Hall, Stoke Newington Road N16 7UE

Salary and Benefits	This role is voluntary and unpaid, however reasonable expenses can be reimbursed in accordance with the Charity's policies. Trustee benefits: • Contribute to meaningful work done by NLAH • Broaden skills and experience • Grow professional network • Trustees are encouraged and supported to take advantage of relevant training and development opportunities.
Meetings	Trustees are expected to attend an induction session at NLAH prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held eight times a year in the evenings for 2 hours. Papers are distributed 1-2 days in advance of meetings. The annual general meeting (AGM) typically takes place in November or December, in the evening. There may be occasional meetings outside of the board meetings and AGM.
Duties and Responsibilities	
Leadership	<i>All Trustees have the following generic responsibilities:</i> • Commitment to the values of NLAH. • Contribute actively to the Trustee role in giving strategic direction to the charity, setting overall strategy and policy. • Use any specific skills, knowledge or experience to help the Trustees reach sound decisions. This will involve scrutinising Management Committee papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Committee on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise. • Willingness to devote the necessary time and effort.
Governance	<i>All Trustees have the following generic responsibilities:</i> • Ensure that NLAH complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations. • Ensure the financial stability of the organisation and the proper investment of the Charity's funds. • Ensure the Charity applies its resources exclusively in pursuing its objectives.

	• Ensure the effective and efficient administration of the Charity. • Safeguard the good name and values of the Charity. • Declare any conflict of interest while carrying out the duties of a Trustee. • Be collectively responsible for the actions of the Charity and other Trustees. • Attend meetings and sub-committee meetings as appropriate and read papers in preparation for the meeting. • Keep informed about the activities of the charity and wider issues which affect its work.
HR	<i>All Trustees have the following generic responsibilities:</i> • Willingness to be available to staff and trustees for advice and enquiries on an ad hoc basis via email and telephone • Participate in other tasks as arise from time to time, such as interviewing new staff
Finance	<i>Responsibilities specific to the Treasurer role:</i> • Ensuring that appropriate accounting procedures and controls are in place • Administering all finance related tasks, including: - o Monthly Payroll (including pension contributions) - o Paying bills on time (using electronic banking) - o Tracking expenditure against budget and monitoring reserves • Preparing an annual budget • Providing financials in respect of applying for grant funding and accounting for how grants were spent (typically 3 – 4 grants per year) • Supporting annual salary review for staff • Advising on the financial implications of the NLAH's strategic plans • Ensuring NLAH's compliance with legislation in relation to charity financial reporting • Ensuring that the accounts are prepared in good time for annual independent examination • Lodging annual Companies House Return (due end Dec) • Keeping the Trustees informed about their financial duties and responsibilities • Ensuring that the charity has an appropriate reserves policy

Increasing the Charity's profile, reach and influence	<i>All Trustees have the following generic responsibilities:</i> • To represent the charity at public events and raising awareness and support.
Person specification	
Knowledge and experience - Essential	Accounting qualifications Understanding and experience of the legal duties, responsibilities and liabilities of trusteeship
Knowledge and experience - Desirable	Knowledge and understanding of working with homeless and vulnerable adults.
Abilities and competencies	• Committed and highly self-motivated with ability to enthuse, inspire and motivate others in order to ensure the objectives of the Charity are achieved. • The ability to work in a self-directed manner, and as part of a team, including the ability to develop and build good working relationships with service users, staff, volunteers, trustees and members. • Excellent organisational, written and verbal communication skills. • The ability to network and communicate with a wide range of external providers including charity representatives and fundraisers. • Ability to work under pressure, managing competing priorities, and ensuring deadlines are met. • Good organisational, administrative and time-management skills. • Computer literacy in dealing with standard MS Office packages, Dropbox, google docs