



Greenwich Winter Night Shelter (“GWNS”) is looking for a new trustee with responsibility for finance – the Treasurer Trustee.

GWNS Trustees and their responsibilities

The Board of Trustees is legally responsible for the charity – this is a significant responsibility and one that should not be taken lightly. Trustees have responsibility for ensuring the charity is well run, financially secure and doing the work it is meant to be doing. There are specific legal and other duties. It is recommended you look at the Charity Commission ‘Hallmarks of an effective trustee’ guidance, which can be found at:

<http://www.charitycommission.gov.uk/Publications/cc3.aspx>.

Trustees are volunteers; they are not paid. Reasonable expenses can however be reimbursed for example to cover travel costs.

Trustees are expected to:

- Develop the strategic direction of the charity; establish and monitor policies necessary for the proper governance of the charity’s activities.
- Develop a sustainable funding strategy to enable GWNS to continue to serve the homeless community.
- Ensure that GWNS operates safely and effectively working with the guidance of Housing Justice
- Ensure that GWNS is accountable to its regulators and funders.
- Ensure that GWNS works well in partnership with key partners including the Royal Borough of Greenwich
- Maintain oversight of the management of the charity’s financial and other resources.
- Support the GWNS staff.
- Maintain oversight of risks and safeguarding faced by the charity.
- Have regard for how GWNS contributes to public benefit.
- Ensure that GWNS works in partnership with other local social justice organisations.
- Promote GWNS to external organisations acting as spokespeople as necessary.
- Regularly appraise their own work, delegating responsibility to committees where necessary.

Role description for GWNS Treasurer Trustee

The overall role of the Treasurer Trustee is to maintain an overview of the organisation's financial affairs, ensure its continued viability and ensure that proper financial records and procedures are maintained.

In addition to the general responsibilities of a trustee, the particular duties of the treasurer include the following:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that GWNS has an appropriate reserves policy
- Preparing and presenting financial reports to the Trustee board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example, meeting the Charity Commission filing deadlines
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification

In addition to the general qualities required for a trustee, the treasurer should have the following qualities:

- Working experience of accounting/financial management or appropriate financial qualification
- Experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

Appointment process

GWNS is in the process of becoming a Charitable Incorporated Organisation (CIO). GWNS trustees are appointed by the existing trustees.

We would welcome expressions of interest in the role of the Treasurer Trustee with CV following which we will arrange an informal meeting with two or three trustees to explore the best way

forward. Please contact the Revd Margaret Cave, GWNS chair of trustees chair@gwns.org.uk for an initial conversation or to express your interest.