



### **Charity Treasurer – Job Description**

The key duties of the treasurer, acting as a team member with the other trustees are:

- Ensuring that Wings of Hope, fulfils its role as defined in its constitution to prevent or relieve the poverty of people in need who are homeless or at risk of homelessness in Northampton and the surrounding areas by the provision of housing and associated assistance and longer term help in securing and maintaining stable housing.
  - To help Wings of Hope to develop its strategy so that it can continue to provide relevant and effective support.
  - Maintaining strong and effective governance of Wings of Hope's operations.
  - Monitor and report on the financial stability of the organisation.
  - With the other trustees, ensure that the organisation complies with its constitution, charity law, company law and any other relevant legislation or regulations.
  - Guiding the organisation to apply its resources exclusively in pursuance of its charitable objects for the benefit of the public.
  - Safeguarding the good name and values of the organisation.
  - Managing the effective and efficient financial administration of the organisation, including having appropriate policies and procedures in place.
  - Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.
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## **Essential Skills and Requirements**

- Sound financial and accounting skills and experience
  - Knowledge and understanding of the legal requirements for charitable reporting
  - An interest in and agreement to work within the Christian values of the Wings of Hope
  - Evidence of a high level of personal and professional integrity
  - Commitment to working as a team member
  - Time available to commit to the financial and general management of the organisation.
  - Energy, enthusiasm and a willingness to change and develop the Wing of Hope's processes to meet the needs of the organisation as it develops its strategy and plans
  - Willingness to attend meetings of the Wings of Hope in Northampton (evenings and occasional away days)
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## **Desirable Skills and Requirements**

- A recognised qualification in accounting or an accounting related subject
- Previous experience in a similar role
- Experience of working in or volunteering in the charity sector

January 2025