

7 Southcote Parade
Southcote Farm Lane
Reading RG30 3DT

T: 0118 956 00 50

E: office@home-start-reading.org.uk

W: www.home-start-reading.org.uk



Home-Start Reading - Treasurer Role Profile and Person Specification

About the role

Home-Start Reading is an independent charity that has supported vulnerable families with children under five in Reading since 1984. We offer early intervention through our unique volunteer home-visiting service, reaching families facing a range of challenges including poor mental health, social isolation, domestic abuse and financial hardship.

In addition to home-visiting, we run targeted projects to support families who would benefit from extra peer connection and encouragement, focusing on parent-child relationships, children's socialisation, and school readiness.

Despite strong relationships with local statutory services, we receive no statutory funding and rely on grants and donations to pay our small staff team (3.5 FTE) to deliver vital services and recruit, train and supervise our brilliant team of volunteers.

We are seeking a **Treasurer** to join our Board of Trustees who share collective responsibility for the effective, safe, and legally compliant operation of Home-Start Reading.

The Treasurer's primary role is to maintain oversight of the Home-Start Reading's financial affairs, ensure the charity's financial viability and ensure that appropriate financial records and procedures are followed.

As Home-Start Reading is a small charity with limited staff capacity, the Treasurer is required to be more hands-on with day-to-day financial matters than in larger organizations. Regular communication and collaboration with the Chair and relevant staff members will therefore be key to ensuring effective financial management.

With a supportive and friendly board of trustees and dedicated team of part-time staff you will find a collaborative work culture that values your financial expertise whilst giving you the opportunity to make a meaningful difference in your local community.

This is a voluntary position with pre-agreed expenses eligible for reimbursement.

The ideal candidate.

You will be a finance professional, ideally with knowledge of charity finance, but just as important is a willingness to learn and apply your commercial expertise in a new context.

You'll be a strategic thinker with a solid grasp of risk and opportunity, and a clear confident communicator – able to make financial information accessible and engaging for non-finance colleagues.

Key accountabilities of the Treasurer role

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

- Presentation of forecasts, budgets, accounts and financial statements
- Provide assurance that the financial resources of the organisation meet its present and future needs
- Ensure that the charity has an appropriate reserves policy
- Prepare and present financial reports to the board
- Ensure that appropriate accounting procedures and controls are in place
- Liaise with any paid staff and trustees about financial matters
- Advise on the financial implications of the organization's strategic plans
- Ensure that the accounts are prepared and disclosed in the form required by funders and statutory bodies (Charity Commission and / or Companies House)
- Ensure that accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keep the board informed about its financial duties and responsibilities
- Contribute to the fundraising strategy of the charity
- Make a formal presentation of the accounts at the AGM, drawing attention to important points in a coherent and easily understandable way

General responsibilities of all trustees:

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that the organisation pursues its objects as defined in its governing document
- Ensure that the charity provides its services safely and in a way that promotes the safeguarding of all children and adults at risk
- Ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and evaluating performance against agreed targets
- Safeguard the good name and values of the organisation
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds

In addition to the person specification for a trustee, the Treasurer should have the following qualities:

- Financial qualifications and experience
- Experience of charity finance, fundraising and pension schemes (or willing to learn)
- 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.

Person specification for all trustees

- Commitment to Home-Start Reading
- Willingness and capacity to devote the necessary time and effort (see below)
- Strategic vision
- Good, independent judgement, and willingness to speak their mind
- Ability to think creatively
- An acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Strong commitment to equity, diversity and inclusion.
- Successful achievement of an Enhanced DBS check

Location and time commitment

- The board meets every 2 months for about 2 hours (19:00 to 21:00)
- You will be expected to be able to dedicate a minimum of 6 hours per month to the role, preferably more, including preparation for and attendance at Board meetings.
- Your duties may be carried out online and by phone / video, as well as face to face.

Travel required:

Some travel across Reading to attend meetings and events.
All reasonable expenses will be reimbursed subject to charity policy.