



TRUSTEE TREASURER – Voluntary Role

Hackney Migrant Centre (HMC) is seeking to recruit a treasurer to support our work and help ensure the organisation's financial viability.

This is an opportunity for someone with financial experience to make an important contribution to the work of this well-respected local charity at a crucial time in its development.

Hackney Migrant Centre began in 2007 with a weekly drop-in offering initial legal advice on immigration issues. Since then, we have expanded our work, providing detailed casework on housing and destitution and working with partner agencies to provide representation on immigration cases. Our staff team has increased from one part-time worker to a team of nine people, some of whom work part-time. We now have a budget of over £450,000 a year and employ a Fundraiser and part-time Finance Officer.

This year, HMC carried out a strategic review of its aims and priorities and is developing a plan for our work over the next three years.

Our trustees have always been actively engaged with HMC's work. We meet regularly with staff to review the work of the Centre and discuss future developments. Please see the Trustee Job Description for further details.

We welcome applications from all ages and backgrounds. Whether you are an experienced trustee or want to take your first step into this role, we would like to hear from you. We are particularly keen to recruit trustees with experience of migration and/or the Hostile Environment.

The Job Description below gives further details of the Treasurer role.

If you would like to be considered, please send a CV and a brief statement outlining why you are interested in the post to our secretary, Rosemary Sales at rosemary.sales@zen.co.uk. Please also contact her if you would like to discuss this further before applying.

For more information about HMC see www.hackneymigrantcentre.org.uk

TREASURER JOB DESCRIPTION

The Role of Treasurer

The role of the HMC Treasurer is to maintain an overview of the organisation's financial affairs and ensure its financial viability. The treasurer will ensure that proper financial records are maintained and that accounting procedures are instituted and revised as and when necessary. Most of the day-to-day financial processes are performed by HMC staff, but the treasurer has a key role in supporting the Operations Manager and Finance Officer to prepare and present financial reports and forecasts to the Board, give a view on the financial health of the charity and make any recommendations arising from this.

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

Overall

- Overseeing and approving budgets, management accounts and annual financial statements, working with HMC Finance Officer, Operations Manager and (where appropriate) our independent auditors
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Ensuring that appropriate financial policies and procedures are in place and revised if and when necessary
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Keeping the board informed about its financial duties and responsibilities
- Attending the regular meetings of the board of trustees (generally every 6 weeks) and extraordinary meetings where the need arises
- where appropriate contributing to sub-committees on Finance and Fundraising, Employment and Strategic Planning.

Monthly

- Initiating salary payments for staff each month (to be authorised by the Chair, Secretary or other appropriate trustee), and ensure pension contributions are being made in a timely manner
- Authorising payments to suppliers and to staff and volunteers for expenses to be reimbursed (NB such payments will normally be initiated by the Finance Officer and approved by the Operations Manager, the authorisation request being accompanied by copies of invoices/receipts for expenses)

Quarterly

- Supporting the Operations Manager and Finance Officer to prepare and present management accounts to the Board on a quarterly basis, giving a view on the financial health of the charity and any recommendations arising
- Spot checks on the financial records.

Annually

- Ensuring that the annual accounts are prepared in the form required by the current Companies Act and the Charity Commission (NB our independent auditors support the treasurer in this role).
- Making a formal presentation of the accounts at the Annual General Meeting
- Supporting the Chair and Board of trustees on annual pay reviews, considering affordability and benchmarking with other similar sized charities.

Person specification

In addition to the qualities outlined in the person specification for a trustee, the treasurer should have:

- Financial qualifications or financial management/treasurer experience
- Knowledge and experience of charity finance and associated matters – for example, fundraising, grants and restricted funds
- Knowledge of QuickBooks or a similar computerised accounting system
- The skills to analyse proposals and examine their financial consequences
- Be prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice