

HMFC Treasurer (honorary) Role Description

1. Introduction

Heathrow Multi Faith Chaplaincy (HMFC) is seeking to appoint a person with the appropriate skills to the role of Treasurer and Trustee. HMFC is a Charitable Incorporated Organisation (CIO).

This is an exciting time for HMFC as the charity continues to develop and deliver excellent chaplaincy in the complex setting of London Heathrow Airport. The airport is committed to the chaplaincy and its ongoing development providing a substantial grant to the charity each year. This has been recently increased to allow for the appointment of a Deputy Head and a part time Muslim Chaplain. Recruitment is in hand.

The Treasurer is an Elected Trustee of the Charity, which means by the HMFC Constitution they are required to be in good standing with one of the six Faith Bodies that currently are named in the Constitution (that is be a practicing Buddhist, Christian, Hindu, Jew, Muslim, or Sikh).

In seeking to find someone to fulfill this role the Trustees will follow due diligence in relation to the appointment, conforming to Charity Commission guidelines. A letter of expression of interest together with a CV and contact details of two referees, (one of whom should be able to attest to your standing in a faith community) should be sent in the first instance to the Ven. Catherine Pickford, Chair of Trustees at Archdeacon.Northholt@london.anglican.org

Please note that the closing date for submissions of expressions of interest is 28th February 2025

Please note this is an honorary role for the Charity, but legitimate Trustee expenses may be claimed.

2. Knowledge, Skills and Experience:

Financially competent: experienced in double entry bookkeeping, able to produce management accounts, budgets, financial reports, annual accounts

Computer literacy: able to use accounting software packages, to do online banking, proficient in excel and word.

Charity Governance: have an understanding of charity law and guidance in relation to finance and CIOs, including relevant reporting. Experience of serving on Charity Trustee board, attending meetings, and producing and speaking to financial reports, budgets accounts. Demonstrate sympathy with the mission, aims and ethos of the charity.

Communication skills: Able to convey financial matters clearly and concisely to others so that they understand and can make informed decisions. Able to maintain appropriate confidentiality.

3. Tasks: (NB this is not an exhaustive list)

Regular

Maintain (set up as necessary) bookkeeping system including filing of invoices, receipts, expenses claims etc.

Have oversight of income streams and monitor cash flow.

Make payments in line with budget lines ensuring proper authorisation(s). Normally two payment runs a month.

Maintain records of transactions,

Carry out financial decisions made by trustees

Review monthly management accounts, reporting as needed

Annual:

Work with Head of HMFC to prepare draft budgets

Liaise with auditor over audit

Sit on remuneration subgroup

Prepare annual accounts for submission to Trustees, AGM and ensure comply necessary standards working with the auditor.

Submit approved annual report and accounts to required bodies in a timely manner.

Update the Charity Commission over any appointment of new Trustees.

Governance:

Attend Trustee meetings, producing accounts and reports in advance as required. (up to 6 times a year, including annual away day, other meetings are normally online for approx. 2 hours)

Set up, review and bring to Trustees financial policies for the better accountability of the charity: including expenses policy, reserves policy, management of financial risks, etc.

Advise the Trustees on appointment of auditor and regular review.

Partnerships:

Work closely with Head of HMFC Head, the Team Administrator and the Chair of Trustees to manage income and expenditure.

Maintain overview of payroll, tax, NIC, Pension in partnership with any payroll agency, keeping them informed of any changes to remuneration.

Be the first point of contact with CAF Bank account, including overseeing any changes to signatories

Liaise with Head of HMFC recover for Treasurer functions when absence is planned.

3. HMFC Trustee Role Description

Please see also the HMFC Trustee generic role description found on the link.