

Volunteer Treasurer Role Details

About CHAS

CHAS is a small charity based in Bristol with the aim of preventing homelessness and improving housing conditions. We provide advice, advocacy and support to anyone in housing need, with a focus on the most marginalised. We provide a holistic service for those who would otherwise fall through the cracks and for whom no other safety net is available.

In 2016/17 CHAS helped 610 households in housing crisis, an increase of 50% since 2012/13. In response to increased demand for services, and the need to improve our sustainability, CHAS is undergoing a period of growth and development. We are looking for Trustees to help us to shape this development, and to join us on our journey.

Role and responsibilities:

Our long-standing treasurer is stepping down, so we are looking for a new treasurer, to oversee the financial affairs of the charity.

This is a key position, playing a major part in supporting CHAS. You will be:

- Overseeing the financial affairs of the organisation and ensuring they are legal, constitutional and within accepted accounting practice.
- Regularly reporting the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc.) and overseeing the production of financial reports/returns, accounts and audits.
- Working closely with CHAS' Office Manager to ensure proper records are kept and that effective financial procedures are in place.
- Carrying out specific financial duties such as; paying of invoices and liaising with our payroll provider.
- Working with staff to oversee the production and approval of CHAS' annual budget at the last meeting of the year.
- Contributing to CHAS' strategy and direction at regular board meetings and relevant subcommittees.

You will lead on financial matters on the Board, supporting non-finance trustees to understand the financial information and understand financial issues well enough to make informed decisions.

We are looking for trustees with:

- Experience of finance and accountancy.
- A good understanding of charity finance and accounting, including an up to date familiarity with SORP, and the wider compliance issues affecting charities. (*We can offer additional training on this for the right person.*)

- Integrity
- A commitment to the organisation and its objectives
- Time to offer to the charity.
- Strategic vision and an ability to think creatively.
- An ability to work effectively as a member of a team.
- A willingness to accept the legal duties and responsibilities of trusteeship.
(*Training available*)

We can offer you...

- The chance to be part of a charity at an exciting time in its development
- The chance to have a big impact. This role is essential to ensuring that CHAS remains healthy and sustainable and able to navigate changing times and economic climates.
- The opportunity to make a difference to homelessness issues in Bristol.
- Experience of being on a board of Trustees, with training and development opportunities.
- Expenses, so you are not out of pocket.

We're keen to have a trustee board which is representative of the community we serve and also welcome applications from people with lived experience of housing and homelessness issues to help us to shape and develop our service.