



www.sufra-nwlondon.org.uk

Registered Charity No. 1151911

Board of Trustees: Honorary Treasurer

Salary: Voluntary

Hours: 8 hours/month

Responsible to: Works closely with the Chair, Executive Director and the Board of Trustees

About Sufra NW London

Sufra NW London is a Community Hub that provides a lifeline to people in crisis – including families living in extreme poverty and people who are vulnerable, homeless or socially isolated. We provide them with the food and support they need to survive, empower them to learn new skills and improve their wellbeing, and help them to find work and become financially stable.

Our core work focuses on providing emergency food aid through our Food Bank and Community Kitchen, but these are gateway services that enable our service users (we call them guests) to access a wider range of services and activities designed to address the root causes of poverty and homelessness. Our services include:

- **Food Bank:** Last year, we provided emergency food aid to around 5,000 people who cannot afford the basic cost of living. Access is by referral from one of our 90 registered referral agencies.
- **Community Kitchen:** We serve a freshly cooked three-course vegetarian meal every Friday evening (pre covid), mainly to people who are homeless, socially isolated, food bank users or those in debt or claiming benefits. Referrals are not required; the service is open to the community.
- **Welfare Advice Service:** Our Advice Worker helps people address the underlying problems that led them to our Food Bank – such as benefit disruptions, housing problems and other financial difficulties. The support we provide is ongoing and tailored to the needs of the individual – no matter how long it takes.

- **Food Academy:** This is an AQA accredited 6-week cookery course that teaches young people about nutrition and healthy eating as well as food preparation and kitchen skills. The course is designed to increase community cohesion, reduce social isolation and improve the health and wellbeing of the families we support.
- **Refugee Support:** Our Refugee Resettlement Programme helps newly arrived refugees and asylum seekers access the housing, healthcare, training and jobs they need to build a new life in the community. We offer cultural trips, access to ESOL classes, support groups, orientation classes and events to improve integration and independence.
- **Employment Training:** We often run programmes designed to empower the long-term unemployed to find work by gaining professional skills and experience. Our accredited courses also help with CV writing, work experience and finding work.
- **St. Raphael's Edible Garden:** We've worked with local residents to turn an abandoned space on the estate into a Community Garden, where we offer horticulture courses and volunteering opportunities for local residents and people with additional mental/physical health needs. The space includes a teaching tipi, a wildlife pond, a chicken coop (with 20 egg-laying hens), an orchard and an abundance of raised beds for growing vegetables and fruit.

Each of these services is designed to lead vulnerable people on a personal journey from crisis to economic stability, social inclusion and active participation in the community. We rely heavily on our dedicated volunteers to ensure that we can deliver our services, and we work closely with faith groups, schools and voluntary sector organisations who provide a wide range of additional support.

Role Description

We are recruiting a Treasurer that will work closely with the Chair, Board of Trustees and the Director to maintain an overview of the charity's financial affairs, and ensure that proper fiscal records, policies and procedures are maintained. The Treasurer's experience and expertise in financial management will contribute significantly to the work of the Board of Trustees, particularly in relation to financial planning and maintaining the financial security and sustainability of the charity in the period ahead.

This is an immensely rewarding role working in a dynamic charity built on an ethos of sharing, hospitality, and inclusivity. Through your involvement, you will be able to convey the charity's passion and commitment to supporting vulnerable people and demonstrate the impact of our interventions in transforming the lives of beneficiaries.

The deadline for applications is 29th of October 2021. We expect to have a Treasurer in place before the end of November 2021.

Key Responsibilities

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To ensure end of year accounts are completed and submitted in a timely fashion, in accordance with the Charity Commission and Companies House requirements.

Specific Duties

- Working with the Finance Manager, to oversee, approve and present budgets, accounts and financial statements.
- Ensure that the financial resources of the organisation meet its present and future needs.
- Ensure that the charity has an appropriate reserves policy.
- In consultation with the Finance Manager, prepare and present financial reports to the Board.
- Ensure that appropriate accounting procedures and controls are in place.
- Build and maintain a strong working relationship with the charity's Finance Manager and Auditors.
- Advise on the financial implications of the organisation's strategic plans.
- Ensure that the charity has an appropriate investment policy.
- Ensure that there is no conflict between any investment held and the aims and objects of the charity.
- Ensure the organisation's compliance with legislation.
- Ensure that any assets are adequately maintained and insured.
- Keep the Board informed about its financial duties and responsibilities.
- Contribute to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts at the end of the financial year and draw attention to important points in a coherent and easily understandable way.

Time Commitment & Location

- The Board has four Board Meetings a year and approximately four Interim Meetings a year.
- Trustees spend approximately 8-10 hours each month on Board activities and meetings.
- Board Meetings are held at the organisation's premises and online (Zoom or MS Teams)

Person Specification

In addition to the qualities needed by all trustees, the Treasurer should also possess the following:

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Preparedness to make unpopular recommendations to the Board.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills.

Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

This document should be considered alongside the generic Role Description of a Trustee of the charity.

Updated June 2021