

Job Title: Board Trustee – Treasurer

About the Charity

Hope House Haiti (UK) supports Hope House Haiti and Hope Christian Academy. It is a Christian NGO, registered in 2015. We have a specific heart for supporting:

- Hope House Haiti, home to 37 displaced /orphaned children.
- Hope Christian Academy providing free education for 960 of the poorest children in the region.
- Providing access to health care/ medical treatment.
- Providing opportunities for social enterprise.

Constitution: to relieve financial hardship, sickness and advance the education of children and young people living in Haiti, in particular but not exclusively by the provision of funds and services to Hope Tree of Life Ministries (to be known as Hope House and Hope House Christian Academy).

The role

To sit on the Board of Trustees and carry out the responsibilities of Treasurer of the Charity.

Reporting to: Chair of Trustees

Duties are as follows:

1. To support the Chair of Trustees to ensure that the Board of Trustees complies with the relevant guidelines and regulations, with the highest professional standards.
2. To undertake and co-ordinate the corporate governance framework for the Trust ensuring that the board operates effectively in accordance with statute and regulation.
3. To provide and contribute towards the strategic vision and leadership of HHH, in line with its strategy and Christian ethos and values.
4. Undertake the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
5. Keep proper records and ensure that effective financial procedures and controls are in place (Excel is currently used).
6. Regularly report the financial position at committee meetings 3/4 times a year (balance sheet, fundraising performance etc.).
7. Undertake the production of an annual budget and propose its adoption at the last meeting of the previous financial year.

Location: mainly home based.

Remuneration: this is an unpaid voluntary role.

Time commitment/expectations:

- The time commitment is not definable but requires someone to devote the hours necessary to fulfil the duties of a trustee of a growing charity. Approximately 20 hours a month is required for the role.
- There are quarterly board meetings. There are sub-committees for specific projects, which the person in this role would do on an ad-hoc basis.
- We would strongly encourage the successful applicant to participate in a mission trip to Haiti, to meet with the local team and see the projects for themselves.
- There is a genuine and determining occupational requirement (under the Equality Act 2010) that this post-holder is a Christian.

How to apply

Please send your CV to info@hopehousehaiti.com with a covering letter highlighting your interest in Hope House Haiti and motivation for joining our Board. Please also detail your availability and relevant experience.

A detailed job description is available on request.

Successful candidates will be required to provide two references and undergo a DBS check.

Deadline: Tuesday March 27th 2018 by 5pm. Interviews likely to be held week beginning the 2nd April; please indicate your availability in your covering letter.