

Job Title: Board Trustee – Treasurer

Hope House Haiti (U.K) is looking to recruit a 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, a family 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).

ROLE DESCRIPTION:

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

This role description has been developed to give potential applicants an idea of the kind of activities that will be required within this post. This is an outline only and is not definitive or restrictive in any way. It will be reviewed regularly and may be amended in the light of changing circumstances following consultation with the post holder or potential applicants. There is a genuine and determining requirement (under the Equality Act) that this post holder is a Christian.

ROLE: Board Trustee – Treasurer

STATUS: Volunteer

BASE: Home working mainly, except requirement to attend trustee meetings (quarterly) based in Crawley, West Sussex

ACCOUNTABLE 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.

ESSENTIAL QUALITIES:

1. Commitment to the organisation.
2. Honesty and integrity.
3. Willingness to devote the necessary time and effort required to carry out duties, and to be available on an ad-hoc basis for advice and enquiries.
4. Ability to embrace and help to develop the charity's strategic vision.
5. Good, independent judgement and confidence to speak out.
6. Ability to think creatively.
7. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
8. Ability to work effectively as part of a team.
9. Organisational ability.
10. Willingness to participate in charity promotional and fundraising events.
11. Working knowledge of charity regulations or willingness to learn about them.

DESIRABLE SKILLS:

As a Treasurer the specific skills below would be desirable for the position:

1. Knowledge of bookkeeping and financial management.
2. Good financial analysis skills.
3. Working knowledge of suitable bookkeeping package and/or Excel.
4. I.T. literate.
5. Ability to communicate clearly.
6. Knowledge or experience of business and committee procedures.

TIME COMMITMENTS/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:

- You can apply online sending an email to joan@hopehousehaiti.com or by post to:
Hope House Haiti (UK)
Joan Baker
3 Peshurst Close, Pound Hill
Crawley, West Sussex, RH10 7RJ
- Please send your CV with a covering letter highlighting your interest in Hope House Haiti (UK) and motivation for joining our team. Please also detail your relevant experience.
- Please, also quote two referees, one from church and one professional or personal. The referees must have known the applicant for a minimum of two years.
- Successful candidates will be required to undergo a DBS check.

A detailed job description is available on request.

Deadline: Tuesday July 17th 2018 by 5pm. Interviews likely to be held week beginning the 30th July; please indicate your availability in your covering letter.