



## **HOMELESS ACTION RESOURCE PROJECT**

### **ROLE DESCRIPTION**

- POSITION:** Honorary Treasurer
- RESPONSIBLE TO:** Chair of Homeless Action Resource Project (“HARP”)
- RESPONSIBLE FOR:** Financial oversight of HARP

#### **SUMMARY OF OVERALL PURPOSE:**

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of HARP, its financial health, probity and effectiveness of its activities, developing its aims, objectives and goals in accordance with HARP’s Memorandum and Articles of Association, and compliance with all relevant legal and regulatory requirements.

The Treasurer oversees the financial matters of HARP in line with good practice, the Charity’s financial Policies and Procedures, HARP’s Memorandum and Articles of Association and legal requirements, and reports to the Board of Trustees at regular intervals about the financial health of HARP. The Treasurer ensures that effective financial measures, controls and procedures are in place and appropriate for HARP.

#### **MAIN RESPONSIBILITIES:**

##### **As Treasurer:**

- To oversee and present budgets, forecasts, management accounts, and the audited statutory accounts including Trustees Annual Report to the Board of Trustees, as produced by HARP’s Financial Controller.
- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with HARP’s policies, good governance, legal and regulatory requirements.
- To be instrumental in the development and approval of financial policies including those governing reserves, internal controls and investments.

##### **As Trustee:**

- To ensure that HARP and its representatives function within all legal and regulatory requirements applicable and in line with its Memorandum and Articles of Association, continuously striving for best practice in governance.
- To maintain the fiduciary responsibility invested in the Trustee position, undertaking duties in a way that adds to public confidence and trust in HARP.
- To take appropriate professional advice in all matters where there may be a material risk to HARP or where the Trustees may be in breach of their duties.
- To determine the overall direction and development of HARP through good governance and clear strategic planning.
- To oversee the use and management of HARP’s resources so as to optimise its potential.

- To ensure that robust systems are in place for internal financial control and protection of HARP's funds and assets.
- To ensure that all significant risks to HARP and its assets are identified and that appropriate steps are taken to mitigate against those risks.
- To undergo a thorough induction upon appointment and ongoing training to remain alert to and aware of Trustees' duties and responsibilities, and of the environment in which HARP operates.
- To achieve the charitable purposes of HARP and to pursue its Objects and provide public benefit.
- To have overall responsibility for the actions of HARP staff and volunteers.

#### MAIN DUTIES:

##### **As Treasurer:**

- To ensure the maintenance of appropriate records relating to accounts and financial matters and ensure that they are audited externally. This will include statutory accounts being filed at both Companies House and the Charity Commission. Presentation of accounts should be in line with the current Financial Reporting Standards (FRS102) and Charities SORP, and with the Charity Commission's Operational Guidance *Preparing Trustees' Annual Reports and Accounts*.
- To lead on the overseeing the appointment of HARP's external auditors, which in line with best practice should usually be tendered once every five years.
- To liaise with the Financial Controller and other appropriate members of staff responsible for financial activities and management at HARP.
- To chair the Finance Sub-Committee in line with the requirements of HARP's Memorandum and Articles of Association, to approve financial Policies and Procedures through the Committee, and to report back to the Board of Trustees.
- To monitor and advise on HARP's going concern status (financial viability).
- To create, in liaison with the Financial Controller, sound financial controls for the security and safeguarding of HARP's monetary, property and physical assets.
- To advise on the financial implications of HARP's rolling Strategic Plan.
- To ensure that suitably qualified professional advice is sought where appropriate.
- To act as a signatory when required for HARP's payments (including cheques and electronic transactions) in accordance with HARP's Memorandum and Articles of Association and approved financial Policies and Procedures.
- To maintain sound financial management of HARP's resources ensuring all expenditure is in line with HARP's charitable objectives.
- To ensure that any cash funds which are surplus to HARP's short term working capital requirements are invested in an appropriate way, consistent with the Charity's wider Reserves Policy, to ensure an optimal return on capital whilst within an acceptable exposure to risk.
- To ensure that the Charity is safeguarded from financial loss by overseeing the procurement of the appropriate insurances to include: cover for HARP's physical assets, cash, liability (public, employee and Trustee Indemnity) and any other insurance that is considered to be necessary and affordable by the Trustees.

## **As Trustee:**

- To ensure that HARP complies with legislative and statutory requirements and acts within the confines of its Memorandum and Articles of Association and in furtherance to its charitable objects.
- To act in the best interests of HARP, its current beneficiaries and future potential beneficiaries at all times, always striving for best practice in good governance.
- To promote and develop HARP in order for it to grow and maintain its public profile.
- To maintain sound financial management and control of HARP's resources and regularly review its financial and administration systems.
- Together with the Chair of Trustees, to ensure there is an effective and appropriate system for recruiting, appointing and monitoring the work and activities of the Chief Executive and other members of the Executive Senior Management Team.
- To maintain absolute confidentiality about all aspects of the Trustees' business, within the constraints of the overriding legal obligations placed upon Trustees.
- In the context of HARP being a Registered Social Landlord, to ensure regular review of HARP's property portfolio, including rented properties, to ensure that cost effective, quality accommodation is maintained and grown according to need.

## **STATUTORY DUTIES:**

Some of the Trustees' duties and responsibilities are covered by Statute and some by Charity Commission guidance. The Trustees are also the legal Directors of HARP as a Charitable Company Limited by Guarantee. The legal duties which Trustees (also acting as Company Directors) must fulfil are as follows:

- a duty of trust
- a duty to exercise reasonable care, skill and diligence
- a duty to exercise independent judgement
- a duty to act with integrity and to avoid or declare any personal conflicts of interest
- a duty not to benefit personally from their position as a HARP Trustee
- a duty to act personally
- a duty to act collectively
- a duty to act in the best interests of HARP and of present and future beneficiaries
- a duty to be familiar with and comply with HARP's Memorandum and Articles of Association
- a duty to act within HARP's legal powers as set out in its constitutional documents
- a duty to safeguard HARP's property, other assets and resources
- a duty to keep accurate accounts and ensure the solvency of HARP
- a duty to promote the success of HARP
- a duty to keep minutes recording the decisions of all Board and Sub-Committee meetings, and
- a duty not to accept benefits from third parties.

Trustees must also ensure that HARP complies with all relevant legal or regulatory requirements, including those relating to:

- health and safety
- employment law
- money laundering and the Proceeds of Crime regulations
- data protection including GDPR (General Data Protection Regulations)
- anti-bribery regulations
- safeguarding.

**TRUSTEE LIABILITY:**

Trustees are individually and jointly liable for any consequences arising out of a breach of trust. Trustees must make decisions collectively, but are both jointly and severally liable. Professional guidance must be sought and followed in all matters that are beyond the reasonable knowledge and competence of the Trustees. HARP is a Company Limited by Guarantee and as such, Trustees' should not generally be exposed to personal liability, other than by acting negligently, failing to follow professional advice or by incurring lawyers' costs for claims unlikely to succeed in Court. Professional Indemnity Insurance is in place.

**ACCOUNTABILITY:**

Trustees as a Board are responsible for the governance and efficient functioning of HARP. Trustees are accountable to a variety of stakeholders including the Charity Commission, Companies House, Homes England, the Charity's beneficiaries, funders and key service partners.

**ACCEPTANCE:**

I, [ \_\_\_\_\_ ], am committed to achieving the objectives of HARP.

I understand the responsibilities and liabilities I am taking on in becoming a Trustee and the Honorary Treasurer of HARP, and I agree to devote the necessary time and effort to my Trusteeship.

Signed \_\_\_\_\_

Name of Trustee \_\_\_\_\_

Date \_\_\_\_\_

## **TRUSTEE PERSON SPECIFICATION – HONORARY TREASURER**

Required **essential** personal competencies:

### Commitment

1. Acceptance of the responsibilities and liabilities of being a Trustee at HARP.
2. Empathy with the vision and objectives of HARP.
3. Commitment to devote the time and effort to effectively contribute as a Trustee. \*

### Emphasis

4. Ability to be mission focused.
5. Ability to think creatively and strategically.
6. Ability to analyse and evaluate detailed data including management information.
7. Awareness of distinction between Trustees' and Executives' responsibilities.

### Communication

8. Ability to communicate clearly and to participate actively in discussions.
9. Ability to influence and engage, and to work as part of a team.
10. Ability to listen, digest and analyse the views of others.
11. Willingness to speak one's mind and constructively challenge the views of others.

### Accountability

12. Ability to exercise sound and independent judgement.
13. Willingness to stand by collective decisions.
14. Willingness to help manage challenging or difficult situations.
15. Ability to maintain confidentiality.

Required **essential** skills and experience:

1. Finance-related qualification, eg: CCAB Accountant, relevant MBA, Chartered Secretary.
2. Finance-related employment background, ideally as an accountant or finance director.

**Desirable** skills and experience:

HARP aims to ensure that its Trustees as a group have a range of relevant skills, knowledge and experience to lead HARP effectively. Trustees are expected to display these requirements in at least one of the following areas:

1. Accountancy / financial management.
2. Governance.
3. Fundraising.
4. Marketing, communications and public relations.
5. HARP and / or its partners' services.
6. Law (especially commercial, property, contractual or employment law).
7. Property management.
8. Human resources.
9. Public sector funding and administration.
10. Project management and organisational development
11. Systems including ICT.

29/08/2019

\* *IE: Monthly evening Trustee Meetings plus chairing the Finance Sub-Committee*