

King's Lynn Night Shelter Treasurer : Role Description

King's Lynn Night Shelter is a Registered Charity which works closely with the Diocese of Norwich as our Safeguarding Provider. The role description for the Charity's Treasurer takes into account the requirements of our Safeguarding Provider as well as the Charity's own needs from the role.

The Charity takes the safety of everyone at the Night Shelter very seriously and expects that everyone will work within the Night Shelter's safeguarding policy. In particular, the Charity expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Charity's Safeguarding Officer (the Co-ordinator) or Trustee for Safeguarding, the Bishop's Safeguarding Adviser (BSA) or Assistant BSA.

Our work with adults who are vulnerable means we should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- Promote of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

Role	Treasurer
Responsible to	Chair of Trustees
Key Responsibilities of the Role (tasks to be undertaken)	
<p><i>As a volunteer:</i></p> <ul style="list-style-type: none"> • Be familiar with safeguarding policies and receive information and updates from the Safeguarding Officer (the Co-ordinator) or Trustee for Safeguarding. • Read and implement any other relevant Night Shelter policies or guidelines. • Support the Co-ordinator and Trustees in recruiting new staff according to the Diocese's Safer Recruitment guidelines. • Maintain the Income and Expenditure ledgers. • Be responsible for banking cash and cheques at the Charity's bank, Lloyds: there is administrative support available for this (currently) September-June. • Copy ledgers to the Charity's accountants Hayhow & Co on a monthly basis for them to prepare management accounts for the trustees. • Prepare an annual budget for the Trustees. • Use internet banking to pay salaries, invoices etc. • Liaise with our volunteer who deals with payroll (unless the Treasurer wishes to take this on). 	

<ul style="list-style-type: none"> • Renew utilities contracts annually. • Reconcile petty cash: there is administrative support available for this (currently) September-June. • Receive and process expenses claims from staff and volunteers. • Support the Co-ordinator in preparing grant applications by advising on budgets and expenditure. • Maintain the Room Rent Accounts. • Maintain a log of Housing Benefit received and also record this on the relevant room accounts. • Update and maintain the Gift Aid Register. • Prepare the Gift Aid and GASD claims. • Transfer Funds between the Deposit and Current account as and when necessary. • Attend Trustees' meetings and AGM (7 meetings per year): the Treasurer, if not a Trustee, will not be expected to be present for the whole of each meeting. • Advise the Charity's fundraising group (meets every two months, attendance is optional). 	
<p>Any arrangements for induction, training and support</p>	
<ul style="list-style-type: none"> • Complete the Church of England safeguarding training (0 and 1) every three years 	
<p>Any practical arrangements relevant to the role</p>	
<ul style="list-style-type: none"> • The Treasurer's role is managed by the Chair of Trustees. Other working relationships include the Co-ordinator and Administrator. • The Treasurer's workload varies through the year, averaging 2-3 hours per week. • Expenses may be reimbursed as set out in the Staff and Volunteer Handbooks. • The Night Shelter can provide office space by arrangement when needed but the Treasurer is (currently) using a personal laptop or PC. Invoices etc use the Night Shelter as a correspondence address. The current Treasurer has used the Night Shelter's phone number and there is a dedicated email account. • The Treasurer will be appointed subject to the receipt of two references, completion of a volunteer's application form, and an annual Confidential Declaration Form. • The Treasurer will usually also be a Trustee, though this is not a requirement and there may be circumstances where this would not be the case (for example if the role of Treasurer is taken on by an employee of the Night Shelter). 	
<p>Role to be reviewed</p>	<p>September 2023</p>
<p>The role is eligible for a criminal record (DBS) check which is renewable every five years</p>	<p>Yes (if the Treasurer is also a Trustee)</p>
<p>Level of criminal record (DBS) check which is required for this role</p>	<p>Enhanced</p>