



Charity Registration No. 100 2741

THE GATEHOUSE

ST GILES PARISH ROOMS
10 WOODSTOCK ROAD
OXFORD OX2 6HT

01865 792999

Homeless People and the Oxford Churches – Gatehouse Charity No. 1002741 ('The Gatehouse')

Treasurer Role Description

The Gatehouse is a highly-respected, independent charity in the heart of Oxford city. The Gatehouse plays a crucial role in a network of charity's supporting adults who are homeless or vulnerably housed.

The Treasurer of the Gatehouse is a key role, responsible for advising and supporting at both Board and Executive level to ensure that the organisation is making informed and considered financial decisions, continues to be financially healthy and guide the Board in fulfilling all its financial duties and responsibilities.

Responsibilities:

The Trustees of the Gatehouse are seeking to recruit a Treasurer to be responsible for:

- Ensuring the Charity's finances are managed in the light of Charity Commission guidelines
- Ensuring the charity keeps proper accounts, and overseeing production of the annual accounts.
- Reviewing the charity's financial performance.
- Drawing up an annual budget alongside the CEO.
- Drawing up or reviewing policies for financial matters including investment, reserves etc.
- Ensuring that the charity has robust and effective financial controls in place and adhering to them.
- Liaising with the CEO and other staff, the charity's accountants (who carry out the bookkeeping and payroll functions), and the independent examiner/auditor.
- Reporting quarterly on financial matters to the broader board of trustees and chairing the Finance Committee quarterly meetings.

Essential Qualities:

- Experience of Charity governance and financial management.
- Holding appropriate financial qualifications and memberships.
- Competent user of IT, excel documents and accounting software.
- Have the skills to analyse proposals and recognise their financial consequences.
- Have the ability to communicate clearly.
- Uphold the Charity's ethos, values and be an advocate and supporter of the organisations work.

- Eligible to be a charity trustee with a full understanding of the responsibilities of Trustees as set out by the [Charity Commission for England and Wales](#).

Interested candidates are invited to email Brendan at gormley.dec@btinternet.com by **5th July 2024**. Please include a CV and a letter explaining your interest in Gatehouse and we anticipate that the new treasurer will be in place by a date that is mutually agreed in July/August 2024.

The Gatehouse will not sell your personal information on to any third party and the only time that personal information will be shared outside of the organisation (without consent) is when a person is deemed to be a risk to themselves/others, a child protection or safeguarding vulnerable adults concern is raised or when we are obliged to by law. Any such data held by us will be secured on encrypted hardware and software, in a locked office and cabinets (when not in use and/or data is kept in physical form) or on a secure cloud-based system/s within the UK. **For more information on; your rights as a Gatehouse staff member and the full copy of the Gatehouse 2023 UK GDPR policy and privacy notice - please refer to <https://oxfordgatehouse.org/volunteer/policies-and-guidance/>.**